

**LAKE SHORE HOSPITAL AUTHORITY  
BOARD OF TRUSTEES**

**Minutes  
Regular Meeting**

**January 11, 2010  
5:15 p.m.**

<b>Present:</b>	Dorothy Pattison	Marc Vann
	Waseem Khan, M.D.	Lory Chancy
	Audre' Washington	Bruce Naylor

<b>Also Present:</b>	Rhonda Sherrod	Marlin Feagle
	Ed Lenhart	Steve Nelson, LCMC
	Karl Burkhardt, Lake City Journal	Josie Stith, Shands @ Lake Shore
	Tony Britt, Lake City Reporter	Cynthia Watson, LSHA Staff
		Sue Frazee, LSHA Staff

<b>Public:</b>	Stewart Lilker
	Barbara Lemley

**CALL TO ORDER**

The Regular Meeting of the Lake Shore Hospital Authority Board of Trustees was called to order at 5:21pm by Chairman Marc Vann in the Meeting Room at the Administrative Complex. Chairman noted the newly installed stop signs installed by the Public Works Department.

**CONSENT AGENDA**

December Check Registers were presented to the Board for approval.

Motion: Dr. Waseem Khan made a motion to approve check numbers 2321- 2349 from the Leasehold Fund and check numbers 1253 and 1268 - 1280 from the Patient Care Fund. Bruce Naylor seconded the motion. All were in favor. Motion carried.

**APPROVAL OF MINUTES**

Minutes were reviewed from the December 14, 2009 Regular Meeting.

Motion: Audre' Washington made a motion to approve the minutes. Dorothy Pattison seconded the motion. All were in favor. Motion carried.

**PUBLIC COMMENTS**

Mr. Stewart Lilker commented on the various organizations using the Administrative Complex at no charge. He questioned the benefits available from the Authority to the taxpayer, as well as the need for a public hearing for the taxpayer to express their opinion as to what the "Authority should be". He closed with comments in regards to recruiting physicians by means of building offices for them, which he did not feel was necessary. Chairman responded by clarifying the fact that the Authority was not furnishing offices to physicians.

### **APPROVAL OF INVOICES**

#### **Shands Assistance Program**

An invoice for December 2009 Shands Assistance Program in the amount of \$191,583.21 was presented to the Board. Sue Frazee reported on the auditing of patient charts. Chairman Marc asked for clarification regarding the deduction portion of the Shands Assistance Program invoice. Rhonda Sherrod explained that it was a reimbursement to the Authority. Josie Stith offered further explanation.

Motion: Dorothy Pattison made a motion to accept the December invoice.

Audrey Washington seconded the motion. All were in favor.

Motion carried.

#### **UF Primary Care at Lake City SW & W**

Sue Frazee reported on the balance remaining of the initial funds paid to the UF Primary Care locations.

#### **Shands Pay Request #60**

An invoice was submitted in the amount of \$413,317.51 as a progress payment on various projects.

Motion: Dr. Waseem Khan made a motion to approve the Pay Request #60 subject to Richard Powell's final approval. Bruce Naylor seconded the motion. All were in favor. Motion carried.

### **UNFINISHED BUSINESS**

#### **Property Activities**

##### *Administrative Complex*

Administrative Complex Use Agreement: Bruce Naylor presented the agreement that had been drafted for Board Approval. Sue Frazee reported that the Authority's current General Liability policy did not cover this type of usage. There was discussion regarding the user providing the insurance and the costs involved in the use of the building.

Motion: Bruce Naylor made a motion to approve the \$100.00 damage deposit, \$75.00 to be refundable, \$25.00 for the use of the building. Dr. Waseem Khan seconded the motion. All were in favor with the exception of Audrey Washington. Motion carried.

It was discussed as to what type of organization would use the building.

Motion: Dr. Waseem Khan made a motion to approve either profit or non-profit organizations; government or private, with a health related/community-educating mission. Bruce Naylor seconded the motion. All were in favor. Motion carried.

It was noted that use of the Complex was to be during normal business hours.

Motion: Dorothy Pattison made a motion to adopt the Administrative Complex Use Agreement. Bruce Naylor seconded the motion. All were in favor. Motion carried.

Handicap Parking: References was made to the quote addressed at the previous meeting for turning the West end parking into two (2) handicapped parking spots at a cost of \$6,139.25. It was decided that until a tenant leases the West end, the issue had been corrected with the stop signs and road markings.

Approval of RFP for Architect/Engineering Services

Chairman Marc refreshed Board Members on the issue and assured them that funds for the project were available. It was decided that the deadline for proposals should be extended to Thursday, February 4<sup>th</sup>.

Motion: Audre' Washington made a motion to approve the *Request for Proposal*.  
Bruce Naylor seconded the motion. All were in favor. Motion carried.

Report on Downtown Development Committee

They had not met and there was no report.

Hospital Update

Capital Projects:

Ed Lenhart reported that the patient/visitor elevators were in service and waiting on AHCA for the inspection.

Funding Consideration for 2<sup>nd</sup> Floor Heating Hot Water Piping: Ed discussed the need for new piping and reviewed his package with the Board. The total funding consideration for the project is \$124,061.00. Ed requested using the \$102,754.00 as discussed as well as have the Authority fund an additional \$21,309.00. Chairman referred to the TLC study and the unresolved tenant/landlord relationship.

Motion: Lory Chancy made a motion to repair the pipes in question and have the other pipes looked at. Audre' Washington seconded the motion. All were in favor.  
Motion carried.

Appreciation Dinner: Dates were discussed for the Appreciation Dinner and it was decided that Thursday, February 18<sup>th</sup> would be good for everyone.

Approval of Authority Manager Position Description

Dr. Waseem Khan opened the discussion reviewing the changes that had been made based on Board Member's input. Chairman inquired as to the salary range, the amount of time worked, and the duties involved. Marlin Feagle added that comments were taken into consideration, he discussed how a salary range was derived, and described the responsibilities of the position as property management and coordination with Shands and physicians. Bruce Naylor added input, reiterating the fact that a business plan must be in place. There was discussion on the educational requirements for the position as well as the duplication of responsibilities with existing positions. Bruce Naylor polled other Board Members and staff as to what they felt the responsibilities of this position should be. Sue Frazee offered her comments. Dorothy Pattison and Bruce Naylor had comments on the specific job description.

Motion: Lory Chancy made a motion to accept the job description with the two possible changes: "Part-Time/Full-Time with Compensatory salary" and "Bachelor's Degree preferred". Dr. Waseem Khan seconded the motion. Bruce Naylor was in favor. Audre' Washington and Dorothy Pattison were opposed to the motion. Motion carried.

Motion: Dr. Waseem Khan made a motion to advertise for the Authority Manager Job Position as previously stated. Bruce Naylor seconded the motion. Lory Chancy was in favor of the motion. Audre' Washington and Dorothy Pattison opposed the motion. Motion carried.

Motion: Bruce Naylor made a motion to extend the deadline for resumes to Thursday, February 4<sup>th</sup>. Dr. Waseem Khan seconded the motion. All were in favor. Motion carried.

### **NEW BUSINESS**

#### **Approval of Certificate of Deposit Rates**

Sue Frazee reported on the proposals for CD rates.

Motion: Dr. Waseem Khan made a motion to award/renew the CD's with Columbia Bank for six (6) months at 2.17% APY. Lory Chancy seconded the motion. Bruce Naylor abstained from voting. All others were in favor. Motion carried.

### **ANNOUNCEMENTS AND ADJOURNMENT**

- Next Regular Meeting: Monday, February 8, 2010 at 5:15 pm.

There being no further business, the meeting adjourned.

Respectfully submitted,

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Dorothy Pattison, Secretary/Treasurer

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Date of Approval