

**LAKE SHORE HOSPITAL AUTHORITY
BOARD OF TRUSTEES**

**Minutes
Regular Meeting**

**March 14, 2011
5:15 p.m.**

Present: Marc Vann
Lory Chancy
Bruce Naylor
Stephen Douglas

Waseem Khan, M.D.
Audre' Washington
Koby Adams

Also Present: Marlin Feagle
Cynthia Watson, LSHA Staff
Karl Burkhardt, Lake City Journal
Tony Britt, Lake City Reporter
Zachary Bielling, Shands Lake Shore
Pastor Alvin Baker

Rhonda Sherrod, Shands Lake Shore
Sue Frazee, LSHA Staff
Steve Nelson, LCMC
Jim Burns, Shands Lake Shore
Jack Berry, LSHA Staff
Mario Coppock

Public: Stewart Lilker
Charles Washington

Barbara Lemley

CALL TO ORDER

The Regular Meeting of the Lake Shore Hospital Authority Board of Trustees was called to order at 5:17 pm by Chairman Koby Adams in the Conference Room at the Lake Shore Hospital Authority Administrative Complex.

CONSENT AGENDA

February Check Registers were presented to the Board for approval.

Motion: Mrs. Audre' Washington made a motion to approve checks 2681 - 2711 from the Operating Fund, checks 1376 - 1383 from the Patient Care Fund- Clinical Services, and checks 1041-1043 from the Patient Care Fund – Hospital Services. Mr. Bruce Naylor seconded the motion. All were in favor. Motion carried.

APPROVAL OF MINUTES

Minutes were reviewed from the February 14, 2011 Regular Meeting.

Motion: Mr. Bruce Naylor made a motion to approve the minutes as written. Mrs. Lory Chancy seconded the motion. All were in favor. Motion carried.

PUBLIC COMMENTS

Ms. Barbara Lemley introduced herself and inquired as to the manner in which her Public Records request had been handled. She also expressed her feelings towards the evaluation and the full time position. Mr. Stewart Lilker distributed copies of emails sent to the City of Lake City by Authority Manager, Jack Berry. Mr. Lilker asked that the previous month's minutes be amended to read "Mr. Douglas requested records be sent electronically." He went on discuss a petty cash receipt for a Public Records request and the emails he had previously distributed to the Chairman. Chairman Koby Adams reminded the public that comments were to be kept to the subject at hand.

APPROVAL OF INVOICES

Women's Center of Florida

An invoice in the amount of \$12,700.00 was presented for payment representing January/February 2011 patient visits.

Motion: Mrs. Lory Chancy made a motion to approve payment to Women's Center of Florida. Mr. Stephen Douglas seconded the motion. All were in favor. Motion carried.

UF Primary Care(s)

An invoice in the amount of \$11,200.00 for UF Primary Care West for the month of January 2011 was presented for payment.

Motion: Dr. Waseem Khan made a motion to approve payment to Florida Clinical Practice Association. Mr. Stephen Douglas seconded the motion. All were in favor. Motion carried.

Family Health Center

An invoice in the amount of \$12,700.00 was presented for payment representing February 2011 patient visits. There was discussion regarding the clinic budget. Mr. Jack Berry stated that there would be reporting at the April meeting to determine whether budget adjustments were necessary.

Motion: Mr. Marc Vann made a motion to approve payment to the Family Health Center. Mr. Bruce Naylor seconded the motion. All were in favor. Motion carried.

Shands Assistance Program

An invoice for Shands Assistance Program for January 2011 was presented for payment in the amount of \$157,706.34.

Motion: Mrs. Audre' Washington made a motion to approve the invoice. Mr. Marc Vann seconded the motion. Mr. Stephen Douglas questioned the rate. Dr. Waseem Khan asked about the previous month's invoice and how it had been handled. All were in favor. Motion carried.

Comprehensive Women's Health

An invoice in the amount of \$400.00 was presented for payment for December 2010, January 2011, and February 2011.

Motion: Dr. Waseem Khan made a motion to approve the invoice. Mrs. Lory Chancy seconded the motion. All were in favor. Motion carried.

HOSPITAL REPORT

Mrs. Rhonda Sherrod informed Board Members that renovation plans were not yet finalized but hoped to have them at the April meeting. She reported that letters had gone out to current patients notifying them of the change at UF Primary Care West that will take place on July 1st. She added that they were in the process of recruiting a second physician.

NEW BUSINESS

Request for Funding: RCC/AMN FY2011-12

Pastor Alvin Baker addressed the Board concerning a request for \$1,000.00 for their annual Health Fair which takes place the first Saturday in February at the Richardson Community Center. He reported on the other organizations that supported them as well as how the money would be used. Mr. Mario Coppock also addressed Board Members as to why the funds were necessary and what they would be used for. There was discussion related to the matter. Mr. Marc Vann recommended that the request be made part of the budget discussions. Mr. Bruce Naylor mentioned the Authority becoming a title sponsor.

Motion: Mrs. Audre' Washington made a motion to have the event placed on the budget docket. Mr. Marc Vann seconded the motion. All were in favor. Motion carried.

Approval of Banking Services RFP

Mr. Jack Berry informed Board Members that a Banking Services Request for Proposal had been sent out to local banking institutions. After the receipt of three responses, Columbia Bank was the recommended institution for all accounts and the Certificate of Deposits.

Motion: Mrs. Lory Chancy made a motion to approve Columbia Bank for all Authority bank accounts. Dr. Waseem Khan seconded the motion. Mr. Bruce Naylor abstained from voting due to his position with Columbia Bank. All other Board Members were in favor. Motion carried.

UNFINISHED BUSINESS

Authority Manager Position Evaluation

Mr. Marlin Feagle reported that the all Trustees had responded to the evaluation of the performance of the Authority Manager. The results had been summarized with an average score of seventy-nine (79). Mr. Bruce Naylor requested throwing out the high and the low scores. Mrs. Audre' Washington requested a meeting with Mr. Berry to discuss her evaluation. Mr. Marc Vann questioned the procedure for handling the evaluations as they are public records. Mr. Marlin Feagle assured the Board that the procedure was handled properly. Mrs. Washington also questioned when the evaluations were available for Mr. Berry to view. She was assured that they were made available to him as they were made available to the Board. There was further discussion regarding the process. Mr. Bruce Naylor's recommendation to the Board was to hold a Workshop on March 28th so Mr. Berry could let the Board know the direction he was going, or it could be decided upon today. Chairman Koby Adams offered his comments, stated the fact that he could not attend the March 28th Workshop, but did support Mr. Berry in a fulltime position. Mrs. Lory Chancy expressed her opinion and stated that she saw the position as fulltime. She felt that Mr. Berry's representation in the negotiations with HMA was invaluable as well as his community relations. Mr. Marc Vann expressed his feelings regarding Mr. Berry and his time served as a Board Member/Chairman. He felt due to the many changes a fulltime position would

be necessary. Mrs. Audre' Washington expressed her concerns with Mr. Berry's lack of documentation of his time and his unprofessionalism. Dr. Waseem Khan expressed a favorable opinion of Mr. Berry's previous work history. Mr. Stephen Douglas felt the position warranted fulltime, an outline and living document was necessary, and a salary would need to be worked on.

Motion: Mr. Bruce Naylor made a motion for the Authority Manager position to be a fulltime position. Mrs. Lory Chancy seconded the motion. Chairman initiated discussion concerning salary. Mr. Marlin Feagle responded by explaining the processes. All were in favor, including Chairman Koby Adams. Mrs. Audre' Washington opposed the motion. Motion carried.

Motion: Mr. Marc Vann made a motion for the original Review Committee; Naylor, Feagle, and Powell, to meet with Mr. Jack Berry to negotiate his salary and benefits so as to conform to the LSHA Personnel Policy. Mr. Stephen Douglas seconded the motion. All were in favor. Motion carried.

STAFF REPORT

Mr. Jack Berry informed Board Members that he had met with the City Manager and staff and the City had agreed to engineer and pay for a plan for Franklin Street to be paid for with TIF funds. He discussed the plans in further detail. He reported on the meeting with the WellFlorida Council, distributed the proposal for the medical needs assessment, and informed the Board that the total cost for the assessment was \$19,600.00. After the initial \$6,000.00 that was paid by the County, each partner's responsibility would be \$4,634.00. Mr. Berry informed the Board that there was \$18,350.00 in the Public Education budget, and felt that would be a good place for the money to come from. There was discussion relating to the issue.

Motion: Mrs. Audre' Washington made a motion to approve spending up to \$4,634.00 for the Authority's portion of the medical needs assessment. Mrs. Lory Chancy seconded the motion. All were in favor. Motion carried.

Mr. Jack Berry informed Board Member that he hoped to have a midterm financial report at the next Regular Meeting.

Mr. Marlin Feagle asked for approval of the seven (7) completed Evaluation Forms, for informational purposes.

Motion: Mr. Bruce Naylor made a motion to approve the completed evaluation forms. Mrs. Audre' Washington seconded the motion. All were in favor. Motion carried.

ANNOUNCEMENTS AND ADJOURNMENT

- The Workshop previously scheduled for March 28, 2011 has been cancelled.
- Next Regular Meeting: Monday, April 11, 2011 at 5:15 pm.

There being no further business, the meeting adjourned at 6:45 p.m.

Respectfully submitted,

Bruce Naylor, Secretary/Treasurer

Date of Approval