

**LAKE SHORE HOSPITAL AUTHORITY
BOARD OF TRUSTEES
Minutes**

**Regular Meeting
April 13, 2009**

Present: Jack Berry
Bruce Naylor
Marc Vann
Dr. Robin Hall

Dorothy Pattison
Dr. Waseem Khan
Audre' Washington

Also Present: Rhonda Sherrod
Marlin Feagle
Jody DuPree
Lynn Witt
Karl Burkhardt, Lake City Journal

Ed Lenhart
Steve Nelson, LCMC
Curt McDonald
Glenn Owens, Interstate Supply
Barbara Sparks

Public:

CALL TO ORDER

The Regular Meeting held by the Lake Shore Hospital Authority Board of Trustees was called to order by Chairman Jack Berry at 5:20 pm in the First Floor Conference Room at Shands at Lake Shore, Inc.

CONSENT AGENDA

March Check Registers were presented to the Board for approval.

Motion: Marc Vann made a motion to approve check numbers 2098-2117 from the Leasehold Fund and check numbers 1034-1054 from the Patient Care Fund. Audre' Washington seconded the motion. All were in favor. Motion carried.

APPROVAL OF MINUTES

Minutes were reviewed from the March 9, 2009 Regular Meeting.

Motion: Dr. Waseem Khan made a motion to approve the minutes. Dorothy Pattison seconded the motion. All were in favor. Motion carried.

PUBLIC COMMENTS

There were no comments.

APPROVAL OF INVOICES

Shands Assistance Program

An invoice for March 2009 Shands Assistance Program in the amount of \$316,139.53 was presented for approval. Sue Frazee reported on the auditing of patient charts and the activities of the Financial Assistance Program.

Motion: Dorothy Pattison made a motion to accept the invoice. Bruce Naylor seconded the motion. There was discussion regarding the number of accounts and the activity. All were in favor. Motion carried.

UF Primary Care at Lake City Southwest & West

Chairman Berry informed the Board that the number of visits were increasing according to the invoices presented for February 2009.

Feagle & Feagle, Attorneys, P.A.

An invoice was presented from Marlin Feagle for the first quarter 2009 legal services in the amount of \$4,523.15.

Motion: Dr. Robin Hall made a motion to approve the invoice. Audre' Washington seconded the motion. All were in favor. Motion carried.

UNFINISHED BUSINESS

Property Activities

LSHA Administrative Complex:

Jody DuPree updated the Board on the progress of the project; the fire sprinkler system will be done this week and ready for testing, the electricians are about ninety-five percent (95%) done, the plumbing should be done this week, and by mid-week the stucco should be going on. He reported that bids for the parking lot are due in and a special meeting would be necessary. Jody requested that before drywall was hung, he'd like the Board to do a walk-through and give their feedback. It was noted that the breezeway upstairs would be finished out for a break area for employees.

Curt McDonald addressed the various bids and reviewed the tabulations with the Board.

- 1.) Acoustical Ceiling and Insulation: Three bids were returned: North Florida Acoustics, \$12,650.00; Central Florida Drywall & Plastering, Inc., \$16,997.00; and L&D Ceilings, \$12,650.00. L&D Ceilings was recommended. The question was raised as to the difference between the two low bidders. Curt responded with the explanation that upon review of the bids North Florida Acoustics was a one man crew and exempt from Workers Compensation, therefore would not be suited for the project.

Motion: Marc Vann made a motion to award the bid to L&D Ceilings for \$12,650.00. Dorothy Pattison seconded the motion. All were in favor. Motion carried.

- 2.) Drywall: Three bids were returned: Rhodes Brothers with a base bid of \$24,462.00 and a 5% modification for being a local contractor; Jackson Drywall & Texture Service, Inc., \$11,200.00; and Heitzman Drywall, \$15,000.00. Jackson Drywall & Texture Service, Inc. was recommended and the low bid.

Motion: Dr. Robin Hall made a motion to accept the bid of Jackson Drywall. Dr. Waseem Khan seconded the motion. All were in favor. Motion carried.

- 3.) Flooring: Three bids were returned: Martin Interiors, Inc., \$25,180.21; Wayne's Carpet Plus, Inc., \$ 25,807.11 including Option #1 which is the window blinds; and Vann Carpet One, \$25,795.63, which included the window blinds. It was noted that Martin Interiors, Inc. did not include the window blinds in their bid so Vann Carpet One was recommended.

Motion: Dr. Robin Hall made the motion to accept the bid of Vann Carpet One for \$25,795.63. Bruce Naylor seconded the motion. All were

in favor except Marc Vann who abstained from voting. Motion carried.

- 4.) Cabinets: Four bids were returned: Florida Kitchens, \$3,661.18; Custom Design Cabinets, \$4,744.15; Bordeaux Cabinets, Inc., \$5,587.33; and Joiners Cabinet Shop, \$9,669.00. Custom Design Cabinets was recommended. It was noted that upon review of the bids and shop drawings, Florida Kitchens bid did not match what was discussed on site nor did the measurements match.
Motion: Dr. Robin Hall made the motion to accept the bid of Custom Design Cabinets for \$4,744.15. Marc Vann seconded the motion. All were in favor. Motion carried.
- 5.) Change Proposal Request: Due to the fact that in the original budget a sound system was not included, two companies were asked to bid: First Street Music, \$7,582.05; and Jacksonville Sound & Communications, \$10,625.00. Chairman Berry explained to the Board what the new sound system would be capable of.
Motion: Dr. Waseem Khan made a motion to approve the bid of First Street Music for \$7,582.05. Bruce Naylor seconded the motion. All were in favor. Motion carried.
- 6.) Phone/Communications: The bid for moving the phone system and the prewiring was from Intella Communication Services, Inc. who is currently servicing the Authority's phone system. Their bid is \$1,490.00.
Motion: Marc Vann made the motion to approve their bid. Dorothy Pattison seconded the motion. All were in favor. Motion carried.
- 7.) Stairways: Bids were received for the two stairways that will be installed on the rear of the building. Bids were received from Steel Designs, Inc., \$18,600.00; and Kilgore's Repair Shop, \$20,946.00 with a local contractor allowance of \$1,047.30 and a net bid of \$19,898.70. Kilgore's was recommended because their bid was based upon the drawings of Bill Freeman, Architect/Engineer.
Motion: Dr. Robin Hall made the motion to approve Kilgore's bid of \$20,946.00. Marc Vann seconded the motion. All were in favor. Motion carried.
- 8.) Change Proposal Request: This request is for electrical changes that were made throughout the building that would go over the budget. Additional costs for wiring in the amount of \$3,669.36 were incurred.
Motion: Marc Vann made a motion to approve the Change Proposal Request. Dorothy Pattison seconded the motion. All were in favor. Motion carried.
- 9.) Change Proposal Request: This request is from West Stucco in the form of a credit for materials directly purchased by the Authority in the amount of \$18,449.00. There will be a sales tax savings of \$1,206.95.

Security Issues

Jody DuPree distributed a handout on security enhancements necessary around the hospital. This survey was done in addition to the Florida Power & Light study. Jody opened the discussion and introduced Glenn Owens, Interstate Supply, to make a presentation. He proposed a variety of improvements for more effective lighting at and around the hospital. Jody reviewed the budget for the proposed security enhancements which totaled \$105,000.00.

Motion: Dr. Robin Hall made the motion to approve the project at \$105,000.00. Dorothy Pattison seconded the motion. There was discussion regarding the need for this project. Marlin Feagle discussed the procurement policy and how it would apply to this. Ed Lenhart offered insight as to how Shands might help with this project. At this point, Dr. Robin Hall withdrew her motion and Dorothy Pattison withdrew her second.

There was further discussion and it was decided that this issue would be tabled for now.

Master Site Development Plan

Marc Vann reported that the Screening Committee, consisting of Richard Powell, Jody DuPree, Sue Frazee and himself had met with the intention of reviewing and short-listing those that had responded to the RFP. He also informed the Board that there was a "huge variation in cost" among proposals. Marc went on to discuss the relationship with Shands and the future as far as strategic planning. He felt that direction from the Board was necessary for long term planning and the need for "meeting in the shade" was as well. Marlin Feagle addressed the issues of the *Public Records Law* and the *Sunshine Law*. He offered legal advice, informed the Board of penalties involved if not handled properly, and recommended to the Chairman that special counsel should be retained to look at the issue and offer their opinion. Marlin had obtained a proposal from the Nabors, Giblin & Nickerson law firm with their hourly rates for their legal opinion and attendance at the meeting to guide the Board thru.

Motion: Marc Vann made a motion to hire the firm Nabors, Giblin & Nickerson to represent the Board of Trustees in the matter of "meeting in the shade". Dr. Khan seconded the motion. There was discussion regarding the need for the meeting to which Marlin read the definition of "strategic planning" according to the Statutes. All were in favor. Motion carried.

Marlin will notify the law firm to proceed. They will provide the Board with a written opinion in about ten (10) days and instruct them as to whether Public Notice is required.

Motion: Marc Vann made the motion to advertise or schedule the meeting and notify Board Members once the opinion comes back to move forward. Dr. Waseem Khan seconded the motion. All were in favor. Motion carried.

Richard Powell recommended to the Board that they acknowledge the proposals received and schedule the review following the meeting. Chairman encouraged Board Members to go by and pick up copies of the proposals for their review.

Shands Pay Request #57

Richard Powell informed the Board Members that there was an unanswered question regarding the Pay Request so this will be deferred to the next meeting.

Report on Downtown Development Committee

Marc Vann reported that there had been no activity this past month.

Hospital Update

Capital Projects:

Ed Lenhart updated Board Members on the various projects that were in progress.

NEW BUSINESS

Approval of Renewal of General Liability Policy

A quote was presented for renewal in the amount of \$8,597.12 without “certified acts of terrorism” through Florida Municipal Insurance Trust compared to last year’s \$4,779.32. The increase was stated to be due to the stage of renovation of the Administrative Complex then and now.

Motion: Dr. Robin Hall made the motion to approve the renewal. Audre’ Washington seconded the motion. All were in favor. Motion carried.

ANNOUNCEMENTS AND ADJOURNMENT

- Dorothy Pattison will work with Sue Frazee to select furnishing for the Admin. Complex.
- Board Members are offered the opportunity to have a separate email address available through the LSHA website.
- Next Regular Meeting: Monday, May 11, 2009 at 5:15 pm.

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

Respectfully submitted,

Marc Vann, Secretary/Treasurer

Date of Approval