

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

**August 17, 2009**

**Regular Meeting  
5:15 p.m.**

**Present:** Jack Berry  
Marc Vann

Dorothy Pattison  
Dr. Waseem Khan  
Audre' Washington

**Also**

**Present:** Rhonda Sherrod  
Marlin Feagle  
Ed Lenhart  
Steve Fette  
Karl Burkhardt, Lake City Journal  
Josie Stith, LSHA Staff

Richard Powell  
Steve Nelson, LCMC  
Lynn Witt  
Steve Hankins, Hankins Consulting  
Brad Buckles  
Sue Frazee, LSHA Staff

**Public:** Stewart Lilker

**CALL TO ORDER**

The Regular Meeting of the Lake Shore Hospital Authority Board of Trustees was called to order by Chairman Jack Berry at 3:32 pm in the Meeting Room at the Administrative Complex.

**CONSENT AGENDA**

July Check Registers were presented to the Board for approval.

Motion: Dr. Waseem Khan made a motion to approve check numbers 2170-2197 from the Leasehold Fund and check numbers 1131-1188 from the Patient Care Fund. Audre' Washington seconded the motion. All were in favor. Motion carried.

**APPROVAL OF MINUTES**

Minutes were reviewed from the July 13, 2009 Regular Meeting.

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

**PUBLIC COMMENTS**

After identifying himself, Stewart Lilker addressed the Board concerning public notice of the August 17<sup>th</sup> meeting, as well as the final cost of the Administrative Complex. The Chairman assured him that once the final figures are in they will be made public. He also expressed his concern over the Consent Agenda and other materials that the Board Members might receive before the meetings via email and put in a request that he be forwarded the same materials as the Board Members and receive them at the same time as the Board Members.

At this point, the Chairman turned it over to Marlin Feagle to discuss amending the Letter of Credit between Lake Shore Hospital Authority and Shands. He reported that primarily due to the economy Shands was requesting that the Authority agree to extend the period of time for repayment from 180 days to 367 days. Marlin explained some detail and said he had no problem recommending the amendment.

Motion: Audre' Washington made a motion to approve the amendment. Dr. Waseem Khan seconded the motion. All were in favor. Motion carried.

### **APPROVAL OF INVOICES**

#### **Shands Assistance Program**

An invoice for July 2009 Shands Assistance Program in the amount of \$290,799.75 was presented to the Board even though all funds were exhausted. Sue Frazee reported on the auditing of patient charts.

#### **UF Primary Care at Lake City Southwest & West**

Chairman Jack Berry informed Board Members that handouts were included in their binders with *YTD Visits* through July 2009 at both Primary Care locations.

Motion: Dr. Waseem Khan made a motion to accept the Shands Assistance Program invoice and the YTD Visit Report on the UF Primary Cares. Dorothy Pattison seconded the motion. All were in favor. Motion carried.

### **UNFINISHED BUSINESS**

#### **Property Activities**

Chairman Jack Berry discussed the two pieces (Tunsil property #12032 and Cleopatra Steele Ministries property #12043, #12040, and #12039) of property presented to the Board by Janet Creel, Hallmark Realty. He estimated approximately \$30,000.00 to clear the Tunsil property and \$60,000.00 to clear off the other three quarters of a block. The Tunsil family requested \$90,000.00 for their property and the Steele property, \$100,000.00.

Motion: Dr. Waseem Khan made a motion to have the properties appraised. Audre' Washington seconded the motion. All were in favor. Motion carried.

#### ***LSHA Administrative Complex:***

Chairman suggested that the Board declare the Authority property "smoke-free".

Motion: Marc Vann made a motion to approve a "Smoke Free" campus. Audre' Washington seconded the motion. All were in favor. Motion carried.

Rhonda Sherrod spoke in support of the effort and reported on what Shands Healthcare as a whole would be doing as of November 1 to promote the effort.

**Approval of Bids:**

Trim Trees – In regards to the Lighting Enhancement Project, there has been a need for trees to be removed. Two bids were received with Lowell’s Crane Service coming in with the low bid of \$6,475.00.

Motion: Dr. Waseem Khan made a motion to award the bid to Lowell’s Crane Service.  
Dorothy Pattison seconded the motion. All were in favor. Motion carried.

Cleaning Services – Bid Tabulations were distributed for cleaning services for the Administrative Complex. Three bids were received with Cintas Corporation coming in with the low bid of \$3,415.00 annually.

Chairman interrupted to ask Stewart Lilker, member from the public, to put his camera down or he could dismiss himself. Lilker refused. Chairman asked him a second time and warned him that he would call the Police Department. Lilker refused to leave. At this point the Chairman recessed the meeting. Once the police escorted Stewart Lilker from the premises, the meeting reconvened.

Motion: Audre’ Washington made a motion to award the bid to Cintas Corporation.  
Dr. Waseem Khan seconded the motion. All were in favor. Motion carried.

Window Cleaning Services – Bid Tabulations were distributed for window cleaning services for the Administrative Complex. Three bids were received with Fish Window Cleaning coming in with the low bid of \$252.00 annually, based on quarterly cleaning.

Motion: Audre’ Washington made a motion to award the bid to Fish Window Cleaning. Marc Vann seconded the motion. All were in favor.  
Motion carried.

Server, Network & Computer – Bid Tabulations were distributed for the server, network, and an additional computer. After requesting a bid from three companies, only one was received from Hankins Consulting in the amount of \$14,329.00.

Motion: Dr. Waseem Khan made a motion to award the bid to Hankins. Marc Vann seconded the motion. All were in favor. Motion carried.

Report on Downtown Development Committee

There was nothing to report.

Hospital Update

Rhonda reiterated the “Tobacco Free” effort that will take place November 1<sup>st</sup>.

*Capital Projects:*

Ed Lenhart reported on the 3<sup>rd</sup> floor Fire Sprinkler project as well as the rebuilding of the Patient/Visitor Elevators. He also informed the Board that once these projects were complete, he would create a spreadsheet for their review.

**ANNOUNCEMENTS AND ADJOURNMENT**

- Budget Hearings: September 14<sup>th</sup> and September 21<sup>st</sup> at 5:15 pm at the Administrative Complex
- Next Regular Meeting: Monday, September 14, 2009 following the Budget Hearing

There being no further business, the meeting adjourned at 4:27 pm.

Respectfully submitted,

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Marc Vann, Secretary/Treasurer

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Date of Approval