

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

**December 14, 2009
Regular Meeting
5:15 p.m.**

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

Also Present: Rhonda Sherrod
Ed Lenhart
Karl Burkhardt, Lake City Journal
Cynthia Watson, LSHA Staff
Sue Frazee, LSHA Staff
Steve Nelson
Marlin Feagle
Mohammad Taqi, M.D.
Josie Stith, Shands @ Lake Shore
Al Greene, Greene Insurance
Joe Greene, Greene Insurance

Public: Stewart Lilker

CALL TO ORDER

The Regular Meeting of the Lake Shore Hospital Authority Board of Trustees began with Chairman Marc Vann introducing and welcoming new Administrative Assistant, Cynthia Watson. He also presented a plaque to previous Board Member and past Chairman Jack Berry for his years of service. Chairman officially called the meeting to order at 5:18 pm in the Meeting Room at the Administrative Complex.

CONSENT AGENDA

November Check Registers were presented to the Board for approval. Marc noted and explained the checks listed as 2nd Quarter Physician On Call Reimbursement.

Motion: Audre' Washington made a motion to approve check numbers 2292- 2320 from the Leasehold Fund and check numbers 1249 – 1250 and 1255-1267 from the Patient Care Fund. Dorothy Pattison seconded the motion. All were in favor. Motion carried.

APPROVAL OF MINUTES

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

Motion: Dorothy Pattison made a motion to approve the minutes. Bruce Naylor seconded the motion. All were in favor. Motion carried.

PUBLIC COMMENTS

There were none.

APPROVAL OF INVOICES

Shands Assistance Program

An invoice for November 2009 Shands Assistance Program in the amount of \$278,261.34 was presented to the Board. Sue Frazee reported on the auditing of patient charts.

Motion: Bruce Naylor made a motion to accept the November invoice. Dorothy Pattison seconded the invoice. All were in favor. Motion carried.

At this point, Chairman Marc reminded the Board that he had asked them to come back to this meeting with their idea of what the LSHA's role in the community was. There were comments and ideas from all.

UF Primary Care at Lake City SW & W

Sue Frazee reported on the audits done at the Primary Care locations covering the months of October and November 2009. Rhonda Sherrod introduced Dr. Mohammad Taqi, Medical Director of the UF Primary Care(s) of Lake City.

UNFINISHED BUSINESS

Property Activities

Administrative Complex:

Approval of Furniture Quote: Chairman Marc reported on the initial furniture budget and purchases as he presented a quote in the amount of \$1,334.17 for a few additional pieces of necessary furniture.

Motion: Bruce Naylor made a motion to approve the purchase of the additional items. Dorothy Pattison seconded the motion. All were in favor. Motion carried.

Handicap Parking: Chairman Marc presented a quote on turning two parking spaces on the West end of the building into handicap parking. He explained what would be necessary in doing this.

Motion: Audre' Washington made a motion to table this item until next month. Lory Chancy seconded the motion. All were in favor. Motion carried.

Future Land Use: Chairman Marc asked Jack Berry to reflect on the direction of the Authority as they began to acquire property. Jack referred to the *Strategic Plan* and explained why the property purchases took place. Bruce Naylor questioned the timeline of the project. Jack also pointed out the importance of widening and improving the entranceways to the hospital.

Chairman Marc referred Board Members to the preliminary drawings in their binders of the medical services buildings constructed on the old Vanguard site (Parcel # 12016). Freeman Design Group estimated the cost for engineering and permitting this project to be in the \$40,000 range.

Motion: Audre' Washington made a motion to approve a Request for Proposal for Engineering and Design Work on this site. Dorothy Pattison seconded the motion. All were in favor. Motion carried.

Approval of Property Coverage Renewal: Chairman Marc explained the situation of the property coverage increasing considerably with the current carrier, verbally presented the quotes, and due to the fact that the current coverage would expire before the Board would meet, a policy was taken out through Greene Insurance Agency, with the new premium being \$8,781.38.

Motion: Dorothy Pattison approved the cost of the new policy premium in the amount of \$8,781.38. Dr. Waseem Khan seconded the motion. All were in favor.
Motion carried.

2009 Admin. Complex Usage Report: A report was presented on organizations that had used the facilities from August 18, 2009 through December 21, 2009.

Guidelines for Admin. Complex Usage: There was discussion as to what type of group, fees to be charged, and who is responsible for locking up the building. Bruce Naylor will work on a draft use agreement to bring back to the Board for approval. Dr Khan addressed the fact as to whether or not the Authority wanted to rent/lease the west wing of the Complex. It will be discussed further at a later meeting.

ADA Compliance: Chairman Marc informed the Board that there had been inquiries about ADA compliance in the Admin. Complex and due to the fact, the City Building Inspector's review of the building and letter stated that the building was in compliance.

Report on Downtown Development Committee

They had not met and there was no report.

Hospital Update

Capital Projects:

Ed Lenhart reported on the progress of the elevators. He also reported on the flooding on the 2nd floor.

Authority Staffing

Chairman Marc opened the discussion reminding the Board of a possible project at hand and a need for an Executive Director. There were questions and discussion about the job description as well as the Authority's business plan and responsibilities. There were comments on the job description and the need to "tweak" it. It was decided that Dr. Khan would meet with Richard Powell and Marlin Feagle to work on the job description. Dorothy Pattison addressed the fact of duplication of job descriptions.

NEW BUSINESS

Approval of Master Card Debit Card

Chairman Marc informed the Board that an application was made for a Master Card debit card for Sue Frazee to use for office purchases. Her purchasing limits of \$500 per the Purchasing Policy would remain in effect as well the fact that it would be set up with no cash advances.

Report on Financial Assistance Program

A brief report was distributed to the Board on the number of members seen in the Financial Assistance Program before the move and increased hours and since the hours have doubled.

Approval of Appreciation Dinner

Chairman Marc discussed the possibility of a dinner for Board Member, Staff, and their spouses, to come together outside of the official timeframe. A date, time, and location will be announced at the next meeting.

ANNOUNCEMENTS AND ADJOURNMENT

- Next Regular Meeting: Monday, January 11, 2009 at 5:15 pm.
- 2010 Board Meeting Schedules are in Board binders.

There being no further business, the meeting adjourned.

Respectfully submitted,

Dorothy Pattison, Secretary/Treasurer

Date of Approval