

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

**Workshop/Regular Meeting
February 9, 2009**

Present:	Jack Berry Dr. Robin Hall Bruce Naylor Marc Vann	Dorothy Pattison Audre' Washington Dr. Waseem Khan
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Also Present:	Rhonda Sherrod Marlin Feagle Jody DuPree Tony Britt, Lake City Reporter Karl Burkhardt, Lake City Journal Josie Stith Chip Koval	Ed Lenhart Steve Nelson, LCMC Richard Powell Dick Worth, TLC Engineering Rafi Wartan, TLC Engineering Barbara Sparks
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Public: Stewart Lilker

CALL TO ORDER

The Workshop held by the Lake Shore Hospital Authority Board of Trustees was called to order by Chairman Jack Berry at 3:05 pm in the First Floor Conference Room at Shands at Lake Shore, Inc. He opened by informing those present as to how the meeting would be structured.

TOPIC OF DISCUSSION

FACILITIES CONDITION ASSESSMENT

Ed Lenhart distributed spreadsheets to the Board to be used for their reference during the Workshop. Mr. Dick Worth addressed the Board with a summary of what their assessment entailed. Mr. Rafi Wartan continued by informing the Board that his portion of the study pertained to the electrical systems and he discussed necessary replacements. Ed presented TLC representatives with a list of questions composed after meeting with Chairman Jack Berry, to which they responded. Board Members were also given the opportunity to ask questions of TLC and Ed Lenhart. Then Ed reviewed the *Shands and TLC's Combined* spreadsheet in detail by fiscal year. He also emphasized that there was nothing unsafe about the hospital building. There was discussion in relation to the lease amount and the amount spent on maintaining the facilities. The Board will study the spreadsheets to come back for a definitive plan at the March Regular Meeting.

Ed went on to review the *Renovation & Replacement Option* handout; discussing Option I, a complete renovation of the existing building; Option II, adding new wings; Option III, to build a new hospital in the same vicinity; Option IV, to build a new hospital in a new location; and Option V, to build a new ICU. There was discussion regarding the use of hospital space and the needs of the hospital as well as the financial aspect of the issue. Rhonda Sherrod will set up a meeting for Richard Powell, Marlin Feagle, and the Chairman with Shands to discuss financial data.

The Regular Meeting opened at 5:15 pm following a short break. Chairman announced that a set of rules had been composed that will be complied with during the Authority's meetings.

CONSENT AGENDA

January Check Registers were presented to the Board for approval.

Motion: Marc Vann made a motion to approve check numbers 2062-2076 from the Leasehold Fund and check numbers 224-237 from the Patient Care Fund. Audre' Washington seconded the motion. All were in favor. Motion carried.

APPROVAL OF MINUTES

Minutes were reviewed from the January 12, 2009 Regular Meeting.

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

PUBLIC COMMENTS

Mr. Stewart Lilker questioned the Board concerning their Electronic Records Policy, their email policy, and the purchase of a Fujitsu scanner.

APPROVAL OF INVOICES

Shands Assistance Program

An invoice for January 2009 Shands Assistance Program in the amount of \$354,518.18 was presented for approval. Sue Frazee reported on the auditing of patient charts.

Motion: Dr. Robin Hall made a motion to accept the invoice. Dorothy Pattison seconded the motion. All were in favor. Motion carried.

Powell & Jones, CPA

An invoice for the 4th quarter accounting services in the amount of \$2,095.00 was presented for payment.

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

Marc Vann questioned why the Powell & Jones invoice had not appeared on the Consent Agenda.

Motion: Marc Vann made a motion for the accounting invoices to appear on the Consent Agenda. Audre' Washington seconded the motion. All were in favor. Motion carried.

ACHA Medicaid Payment.

Richard Powell explained the arrangement with the State and Shands

Motion: Dr. Robin Hall made a motion to approve the payment. Dorothy Pattison seconded the motion. All were in favor. Motion carried.

UNFINISHED BUSINESS

Approval of Master Plan RFP

Richard Powell distributed copies of the Request for Proposal for Master Site Development Plan.

Motion: Audre' Washington made a motion to adopt the RFP. Bruce Naylor seconded the motion. Dr. Robin Hall requested some time to preview the document.

Richard summarized the RFP and the process for selection. Marc Vann questioned the way that it would be distributed. Jody DuPree offered further explanation as to what the RFP was requesting and what would take place. All were in favor. Motion carried.

Property Activities

LSHA Administrative Complex:

Jody DuPree reported on the progress and informed the Board that the systems were going into the building. He presented two items that were in need of approval.

Admin Complex Approval of Bids:

Fire Alarm & Security System – Three bids went out and Security Safe was recommended with a bid of \$10,550.00.

Automatic Fire Sprinkler System – Three bids went out, one failed to respond, and Georgia Automatic Sprinkler Company was recommended with a bid of \$47,376.00.

Motion: Dr. Waseem Khan made a motion to approve the bid of \$47,376.00 with Georgia Automatic Sprinkler System. Audre' Washington seconded the motion. All were in favor. Motion carried.

Motion: Dr. Robin Hall made a motion to approve the Security Safe bid of \$10,550.00. Dr. Waseem Khan seconded the motion. All were in favor. Motion carried.

Jody DuPree offered to take Board Members on a tour of the facility.

Report on Downtown Development Committee

Marc Vann reported that the Architectural Subcommittee had made recommendation for two entrance signs for downtown and in the next sixty days there should be new signs.

Hospital Update

Capital Projects:

Ed Lenhart reported the progress on three projects; the visitor elevators, the fire sprinkler project for the third floor, and the floor covering in the Main Lobby.

Rhonda Sherrod reported that the Auxiliary was going to fund new furniture in the lobby. She also responded to the request for information on the Emergency Department traffic and reported that they are working on implementing processes for properly routing patients.

Chip Koval discussed the Reimbursement Agreement for Capital Projects that had been drafted by Shands. Marlin Feagle reported that he had reviewed the agreement and felt that there was a need for some revisions. Ed Lenhart informed Board Members why he felt there was a need for the written agreement and that it was necessary to proceed with the Elevator and Fire Sprinkler projects. There was discussion regarding the issue. It was decided that "project specific documents" would expedite the projects that were in limbo.

Motion: Dr. Robin Hall made a motion to approve the written Reimbursement Agreements for the Elevator and Fire Sprinkler projects in the amounts that have been previously approved by the Board with a thirty (30) day payment. Marc Vann seconded the motion. All were in favor.
Motion carried.

NEW BUSINESS

Approval of Voice Mail Card

The Chairman presented the need for increased efficiency in the office and a voice mail card added to the existing phone system would help to answer repetitive questions regarding the Financial Assistance Program.

Motion: Dorothy Pattison made a motion to approve the Voice Mail card in the amount of \$1,000.00. Audre' Washington seconded the motion. All were in favor. Motion carried.

Approval of Upgrades for Financial Assistance Program

Sue Frazee reported to the Board that there was a need to increase the number of cards issued to patients. A quote from Dowling Douglas for new equipment and software was presented for Board approval. There was discussion regarding the process and the upgrades.

Motion: Bruce Naylor made a motion to approve the purchase totaling \$13,187.23 for the *People Track Custom Tracking Solution* presented. Dr. Robin Hall seconded the motion. Audre' Washington and Marc Vann opposed the motion, both requesting a breakdown of the expenditure. All others were in favor.
Motion carried.

Request from Blue-Grey Army

A request from the Army to use the old Hacker Sign and Vanguard lots for vendor parking during the Olustee Festival was presented to the Board. Marlin Feagle requested that the Authority be added to their liability insurance.

The Chairman mentioned a suggestion from Dr. Khan concerning the option of insuring the indigent. Dr Khan added his thoughts and there was some discussion. Jack will make contact with the appropriate person and arrange for him to make a presentation to the Board.

ANNOUNCEMENTS AND ADJOURNMENT

- Chamber Mixer: Wednesday, March 5th, 4:30-6:30 pm, Primary Care at Lake City, SW
- Next Regular Meeting: Monday, March 9, 2009 at 5:15 pm.

There being no further business, the meeting adjourned at 6:30 PM.

Respectfully submitted,

Marc Vann, Secretary/Treasurer

Date of Approval