

**LAKE SHORE HOSPITAL AUTHORITY
BOARD OF TRUSTEES
Minutes - Regular Meeting
June 13, 2022, 5:15 p.m.**

This meeting was conducted as a public meeting and a Virtual meeting.

Present: Brandon Beil, Chair
Stephen M. Douglas, Vice-Chair

Lory Chancy – Secretary/Treasurer
Don Kennedy, Trustee

Absent:

Also

Present: Dale Williams, Executive Director	Sonja Markham, LSHA Staff
Fred Koberlein Sr., Attorney	Austin Evans
Dwayne Cunningham, Director of Facilities	Destiny Evans
Garrett Morrison	Matthew Ganskop
Stew Lilker, Columbia Cty. Observer	Shoacb Baska, Meridian
Don Savoie, Meridian	Audre J.W. Ruise
Richard Anderson, Meridian	Lauren Cohn, Meridian
Teresa Jenkinson, Meridian CFO	Davion Jones
Sylvester Warren	Vanessa George
Karl Plenge, NOC	Morgan McMullen
Jill Adams, CEO, HCA Florida	Samuel Boadi, HCA Florida
Richard Powell, Accountant	Cynthia Watson, LSHA Staff

8 participants participated in the LSHA Virtual Regular Board Meeting.

CALL TO ORDER

Chairman Beil called the in person/Virtual Regular Meeting to order at 5:15 pm. Chairman Beil called for additions/deletions to the agenda. Mr. Dale Williams requested the June 2, 2022, special meeting minutes be added to the Consent Agenda for approval, this would have been the Florida Gateway College presentation. Chairman Beil called for a Motion to approve the Agenda. **Motion** by Mrs. Lory Chancy to approve adoption of the Agenda. **Second** by Mr. Don Kennedy. All in favor. **Motion carried.**

INDIVIDUAL APPEARANCES

None.

CONSENT AGENDA

Chairman Beil called for a Motion to approve the Consent Agenda. **Motion** by Mrs. Lory Chancy to approve adoption of the Consent Agenda, with the June 2, 2022, Special Meeting Minutes added for approval. **Second** by Mr. Stephen Douglas. All in favor. **Motion carried.**

NEW BUSINESS

2022 Fixed Asset Inventory for LSHA – Approval Requested

Mr. Dale Williams informed the Board of the new inventory changes. There were two deletions and two additions. Staff recommends approval of the 2022 fixed asset inventory. **Motion** by Mr. Don Kennedy to approve the 2022 fixed asset inventory. **Second** by Mr. Stephen Douglas. All in favor. **Motion carried.**

Discussion and possible action – Hospital Security Services

LSHA assumed the contract for hospital security services that was in place with Community Health Systems. In the February 14, 2022 board meeting, approval was requested to seek bids for renewal of the security services contract.

After review of other entities, and what they pay for 24-7 security services compared to the increase DSI is requesting, it is recommended that in lieu of bidding, the LSHA approve the following bill rate increase for DSI security employees:

Site Supervisor \$16.94 to \$19.60
Security Officer \$14.84 to \$18.20

This would increase the employees pay as follows:

Site Supervisor \$12.10 to \$14.00
Security Officer \$10.60 to \$13.00

Staff recommends, the LSHA approve the above amendment to the DSI security contract. **Motion** by Mrs. Lory Chancy to approve the DSI contract amendment. **Second** by Mr. Stephen Douglas. All in favor. **Motion carried.**

Discussion and possible action – Approval of Job description “Full Time Building Attendant” and hourly rate increase.

Mr. Williams informed the Trustees due to the job market and unsuccessful attempts to find experienced people, Dwayne Cunningham, Director of Facilities Operations, is requesting a change in the “Part-Time Building Attendant” job description to “Full Time Building Attendant” and that we increase the increase the hourly pay rate from \$12.50 per hour to \$18.00 per hour. **Motion** by Mr. Stephen Douglas to approve the increase. **Second** by Mr. Don Kennedy. All in favor. **Motion carried.**

Fred Koberlein – Discussion and possible action LSHA attorney position

Mr. Williams informed the Board of Mr. Koberlein’s resignation effective November 2022. Mr. Fred Koberlein Sr., nor Mr. Marlin Feagle (former Authority Attorney) is interested in the attorney position. Discussion. Staff recommends the Trustees approve the issuance of an RFP for Authority legal services. **Motion** by Mr. Don Kennedy, **Second** by Mrs. Lory Chancy. All in favor. **Motion carried.**

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UNFINISHED BUSINESS

None.

STAFF REPORT

Staff report included in the agenda packet.

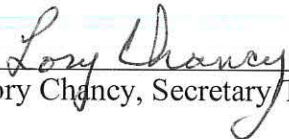
BOARD MEMBER COMMENTS

Comment by Mrs. Lory Chancy.

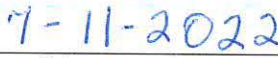
Chairman Beil called for a Motion to adjourn meeting.

Meeting adjourned.

Respectfully submitted,



Lory Chancy, Secretary/Treasurer



Date of Approval

FULL TIME BUILDING ATTENDANT

Lake Shore Hospital Authority
Board of Trustees
PO Box 988
Lake City, Florida 32056-0988

June 13, 2022

Hours: 40 hours per week

GENERAL DESCRIPTION

Responsible for various duties in maintaining appearance and functionality of the Hospital Authority buildings and grounds. The building attendant position will work with considerable independence but will be supervised by the Director of Facilities Operations.

ESSENTIAL FUNCTIONS

- Clean debris from sidewalks, entrances, and trash receptacles daily
- Monitor and repair sprinkler systems
- Clean and maintain interior rooms as needed
- Perform preventative checks on building equipment, and inform Director of any issues
- Routine maintenance tasks such as changing bulbs, checking locks, and replacing air filters
- Performs other duties as assigned by the Director of Facilities Operations

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of general janitorial and maintenance tasks
- Ability to keep records and prepare reports
- Ability to navigate computer programs such as MS word, Excel, Email

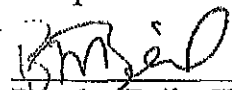
MINIMUM QUALIFICATION REQUIREMENTS

- High school or equivalent
- General building maintenance knowledge
- Basic computer skills/knowledge
- Valid Florida Driver's License is required
- Must have the physical ability, strength, capability and flexibility sufficient to perform the job functions in the work environment
- A comparable amount of training, education or experience can be substituted for the minimum qualifications

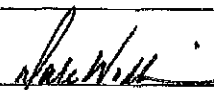
(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

This position description approved by the Board of Trustees on:

6-13-2022



Brandon Beil - Chairman



Dale Williams - Executive Director