

**NORTH BREVARD COUNTY HOSPITAL DISTRICT  
OPERATING  
PARRISH MEDICAL CENTER  
BOARD OF DIRECTORS – REGULAR MEETING  
DRAFT**

A regular meeting of the Board of Directors of the North Brevard County Hospital District operating Parrish Medical Center was held on March 7, 2011 in Conference Room 2/3/4/5, First Floor. The following members, representing a quorum, were present:

J. J. Parrish III, Chairman  
Herman A. Cole, Jr.  
Peggy Crooks  
Billie Fitzgerald  
Robert L. Jordan, Jr., C.M.  
Lee Moore  
Jerry L. Noffel  
Maureen Rupe

Member(s) Absent:

Patricia C. Manning, Ed.D. (excused)

A copy of the attendance roster of others present during the meeting is appended to the file copy of these minutes.

**CALL TO ORDER**

Mr. Parrish called the meeting to order at 5:30 p.m.

**PLEDGE OF ALLEGIANCE**

Mr. Parrish led the Board of Directors, staff and public in reciting the Pledge of Allegiance.

**PMC'S VISION – *Healing Families – Healing Communities***

Mr. Parrish led the Board of Directors, staff and public in reciting PMC's Vision – *Healing Families – Healing Communities*.

**APPROVAL OF AGENDA**

The following motion was made by Mr. Cole, seconded by Mr. Jordan and approved (8 ayes, 0 nays, 0 abstentions).

***ACTION TAKEN: MOTION TO APPROVE THE AGENDA AS PRESENTED.***

**REVIEW AND APPROVAL OF MINUTES**

The following motion was made by Ms. Crooks, seconded by Mr. Cole and approved (8 ayes, 0 nays, 0 abstentions).

***ACTION TAKEN: MOTION TO APPROVE THE MINUTES OF THE FEBRUARY 7, 211 MEETING AS DISTRIBUTED.***

**RECOGNITIONS – James M. Daily, M.D.**

Mr. Mikitarian introduced James M. Daily, M.D., summarized his educational background and reported that Dr. Daily has been appointed to the active medical staff with privileges in anesthesiology. Dr. Daily is affiliated with Anesthetix. A warm welcome was extended to Dr. Daily. Dr. Daily expressed his thanks and stated he was pleased to be at Parrish Medical Center.

**Amitra E. B. Caines, M.D.**

On behalf of the Board of Directors, Mr. Parrish extended congratulations to Dr. Caines for the successful completion of the American Board of Internal Medicine (ABIM) 2010 Interventional Cardiology Certification.

**Elizabeth Galfo, M.D.**

On behalf of the Board of Directors, Mr. Parrish extended congratulations to Elizabeth Galfo, M.D. for the successful completion of the American Board of Internal Medicine (ABIM) Hospice and Palliative Medicine Certification.

**Vidya N. Haté, M.D.**

On behalf of the Board of Directors, Mr. Parrish extended congratulations to Vidya N. Haté, M.D. for the successful completion of the 2010 Maintenance of Certification Part II – American College of Obstetricians and Gynecologists.

**Other**

There were no other recognitions.

**OPEN FORUM FOR PHYSICIANS**

There were no items presented during the open forum for physicians.

**UNFINISHED BUSINESS – Medical Staff Bylaws**

Mr. Noffel made a motion to table this item; Mr. Noffel withdrew his motion. Mr. Bittman reported that medical staff was asked to take action in adopting Medical Staff Bylaws that meet the new Joint Commission Standard MS.01.01.01, which goes into effect March 31, 2011. He reported that Dr. Anderson, on behalf of the Medical Staff Bylaws Committee, has also proposed that the Board of Directors consider additional revisions to the Bylaws from 2008 and from 2010. Mr. Bittman reviewed the proposed revisions and the following motion was made by Mr. Jordan, seconded by Ms. Crooks and approved (8 ayes, 0 nays, 0 abstentions).

***ACTION TAKEN: MOTION TO APPROVE THE FOLLOWING REVISED SECTIONS OF THE MEDICAL STAFF BYLAWS: SECTION 11.1-9; SECTION 7.1; SECTION 12.2-2; SECTION 15.1-1; SECTION 15.1-2; SECTION 15.1-3; SECTION 15.1-4; SECTION 15.1-5; SECTION 15.2; SECTION 15.3; SECTION 15.4; SECTION 15.5; SECTION 15.6; SECTION 15.7; AND SECTION 16.2, AS PRESENTED.***

Discussion ensued relative to the remaining proposed revisions and the following motion was made by Mr. Noffel, seconded by Mr. Cole and approved (8 ayes, 0 nays, 0 abstentions).

***ACTION TAKEN: MOTION TO TABLE ACTION ON THE REMAINING PROPOSED REVISIONS TO THE MEDICAL STAFF BYLAWS.***

**NEW BUSINESS**

No items were presented.

**CONSENT AGENDA**

Mr. Parrish asked if anyone from the Board or public wished to remove any item(s) from the revised consent agenda; no items were removed. Discussion ensued and the following motion was made by Ms. Crooks, seconded by Mr. Cole and approved (8 ayes, 0 nays, 0 abstentions).

***ACTION TAKEN: MOTION TO APPROVE THE FOLLOWING CONSENT AGENDA ITEMS:***

**A. QUALITY COMMITTEE**

- 1. RECOMMEND THE BOARD OF DIRECTORS APPROVE THE PROPOSED LANGUAGE FOR THE BOARD BYLAWS TO DEFINE THE ROLE OF THE QUALITY COMMITTEE WITH A MODIFICATION THAT THE**

**CHAIRMAN OF THE COMMITTEE BE APPOINTED JOINTLY BY MAJORITY VOTE OF THE CHAIRMAN OF THE BOARD, CEO AND PRESIDENT OF THE MEDICAL STAFF.**

- B. EXECUTIVE COMMITTEE (FEBRUARY 7, 2011)**
- 1. RECOMMEND THE BOARD OF DIRECTORS APPROVE TO LIFT FROM THE TABLE THE PROPOSED AMENDMENTS TO THE BOARD BYLAWS.**
  - 2. RECOMMEND THE BOARD OF DIRECTORS APPROVE THE MOTION TO WITHDRAW THE PROPOSED AMENDMENTS TO THE BOARD BYLAWS.**
- C. BUDGET AND FINANCE COMMITTEE**
- 1. TO RECOMMEND TO THE BOARD OF DIRECTORS TO DECLARE THE EQUIPMENT LISTED IN THE REQUEST FOR DISPOSAL OF OBSOLETE OR SURPLUS PROPERTY FORMS AS SURPLUS AND OBSOLETE AND DISPOSE OF SAME IN ACCORDANCE WITH FS274.05 AND FS274.96.**

**COMMITTEE REPORTS – Quality Committee**

Mr. Lee Moore summarized the agenda items/discussions of the Quality Committee held earlier today, and reported the indicator focused on today was Quality of Care in the Emergency Department. He reviewed the four indicators/structure of the dashboard and reported the Committee discussed the following two targeted quality measures today: (1) physician documentation, and (2) room cleanliness. The next Quality Committee meeting will be held on April 4, 2011 at Noon.

**Budget and Finance Committee**

Mr. Cole reported that all items were covered on the consent agenda.

**Executive Committee**

Mr. Jordan reported that all items were covered on the consent agenda.

**Educational, Governmental and Community Relations Committee**

**Election of Chairman**

Mr. Parrish opened the floor for nominations for a Chairman of the Committee. Ms. Fitzgerald nominated Mr. Jordan. Mr. Cole moved to close the nominations. Mr. Jordan was elected by acclamation as Chairman of the Education Committee.

***ACTION TAKEN:* Mr. Jordan was elected as Chairman of the Education Committee.**

**Election of Vice Chairman**

Mr. Jordan opened the floor for nominations for a Vice Chairman of the Committee. Ms. Fitzgerald nominated Dr. Manning. Mr. Cole moved to close the nominations. Dr. Manning was elected by acclamation as Vice Chairperson of the Education Committee.

***ACTION TAKEN:* Dr. Manning elected as Vice Chairperson of the Education Committee.**

**Review and Approval of Minutes (February 7, 2011)**

The following motion was made by Ms. Fitzgerald, seconded by Ms. Rupe and approved (8 ayes, 0 nays, 0 abstentions).

***ACTION TAKEN:* MOTION TO APPROVE THE MINUTES OF THE FEBRUARY 7, 2011 EDUCATION COMMITTEE AS DISTRIBUTED.**

**Planning, Physical Facilities and Properties Committee**

**Election of Chairman**

Mr. Parrish opened the floor for nominations for a Chairman of the Planning Committee. Mr. Cole nominated Ms. Rupe. Mr. Jordan moved to close the nominations. Ms. Rupe elected by acclamation as Chairperson of the Planning Committee.

***ACTION TAKEN:* Ms. Rupe elected as Chairperson of the Planning Committee.**

**Election of Vice Chairman**

Ms. Rupe opened the floor for nominations for a Vice Chairman of the Planning Committee. Mr. Jordan nominated Mr. Cole. Mr. Parrish moved to close the nominations. Mr. Cole was elected by acclamation as Vice Chairman of the Planning Committee.

***ACTION TAKEN:*** Mr. Cole elected as Vice Chairman of the Planning Committee.

**Review and Approval of Minutes (January 10, 2011)**

The following motion was made by Mr. Cole, seconded by Mr. Jordan and approved (8 ayes, 0 nays, 0 abstentions).

***ACTION TAKEN:*** MOTION TO APPROVE THE MINUTES OF THE JANUARY 10, 2011 PLANNING COMMITTEE AS DISTRIBUTED.

**Health Village at PMC Project Update**

Ms. Rupe noted the Health Village at PMC Project update included in the Planning Committee agenda packet and stated this was presented for informational purposes only; no action needed.

**PROCESS AND QUALITY REPORT**

Mr. Parrish noted the Process and Quality Report included in the agenda packet. Mr. Mikitarian reported he continues to be proud of our accomplishments relative to the five pillars of our Game Plan. He expressed thanks to Mr. Lee Moore and members of the Quality Committee for their focus on improvements. Mr. Mikitarian reported that relative to Quality and Safety, PMC continues to be in the top quartile of VHA hospitals. He reported that PMC received the Health Grades award again this year, which reflects that PMC is in the top 5% of all performing hospitals in the country. Mr. Mikitarian commended the staff for the financial performance in January and stated we will continue to focus on efficiencies and process improvements. Copies of the following Game Plan documents are appended to the file copy of these minutes.

- A. Service Goal – Achieve and Maintain HCAHPS Patient Satisfaction Scores in Top 10% Nationally by 2011
  - 1. Parrish Health and Fitness Center Membership Survey
- B. People Goal – Achieve and Maintain Engagement Scores in Top 10% Nationally by 2011
  - 1. Percentage of GemPay Sales
- C. Quality Goal – Achieve and Maintain Quality Indicators in Top 10% Nationally by 2011 through the Constant Pursuit of Perfection
  - 1. Documentation of Physician Orders
  - 2. Documentation of History and Physicals

- D. Growth Goal – Achieve and Maintain 10% or Less Outmigration in Primary Service Area by 2011
  - 1. Orthopedic/Neurosurgery and Women’s Procedures
  - 2. Angioplasty Procedures
  - 3. Parrish Home Health Quarterly Medical Director Report
  
- E. Finances Goal – Achieve and Maintain Credit Rating in Top 10% Nationally by 2011
  - 1. Financial and Statistical Reports – January
  - 2. Operating Margin by Month
  - 3. Operating Margin by Year

**MEDICAL STAFF REPORT RECOMMENDATIONS/ANNOUNCEMENTS -  
Uma Mathur, M.D. – Exemption from Emergency Room Call**

Dr. McMahon reviewed the Medical Executive Committee recommendation to approve that Uma Mathur, M.D. be exempt from Emergency Room Call. Discussion ensued and the following motion was made by Ms. Rupe, seconded by Mr. Cole and approved (8 ayes, 0 nays, 0 abstentions).

***ACTION TAKEN: MOTION TO APPROVE THAT UMA MATHUR, M.D. BE EXEMPT FROM EMERGENCY ROOM CALL.***

**Policy 9950-27, “Policy and Procedure Medical Staff Ongoing Professional Practice Evaluation (OPPE)”**

Dr. McMahon reviewed the Medical Executive Committee recommendation to approve revised Policy 9950-27, “Policy and Procedure Medical Staff Ongoing Professional Practice Evaluation (OPPE)”. Discussion ensued and the following motion was made by Ms. Crooks, seconded by Mr. Cole and approved (8 ayes, 0 nays, 0 abstentions).

***ACTION TAKEN: MOTION TO APPROVE REVISED POLICY 9950-27, “POLICY AND PROCEDURE MEDICAL STAFF ONGOING PROFESSIONAL PRACTICE EVALUATION (OPPE)”.***

**Resignations**

Dr. McMahon noted the resignations of Rodger Reid, PA-C and Scott Wheeler, PA-C. This was presented for information; no action required.

**Other Related Management Issues/Information**

No items were presented.

**Hospital Attorney**

Mr. Bittman commended Dr. McMahon and his leadership team for their work relative to the amendments to the Medical Staff Bylaws. Dr. McMahon expressed his thanks and expressed thanks to the Bylaws Committee. Mr. Parrish expressed congratulations for a job well done.

A copy of the February 14, 2011 letter summarizing the January 2011 invoice is appended to the file copy of these minutes.

**Announcements of Tentatively Scheduled Upcoming Meetings**

Mr. Parrish noted the tentative schedule of upcoming meetings.

1. Ad Hoc Credentials Review Committee Executive Session  
April 4, 2011  
Vice President – Nursing Conference Room  
Noon
2. Quality Committee  
April 4, 2011  
Executive Conference Room  
Noon
3. Budget and Finance Committee  
April 4, 2011  
Executive Conference Room  
1:00 p.m.
4. Board of Directors Executive Session  
April 4, 2011  
Executive Conference Room  
(To commence no earlier than 2:00 p.m.)
5. Executive Committee  
April 4, 2011  
Executive Conference Room
6. Educational, Governmental and Community Relations Committee  
April 4, 2011  
First Floor, Conference Center
7. Planning, Physical Facilities and Properties Committee  
April 4, 2011  
First Floor, Conference Center

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8. Board of Directors  
April 4, 2011  
First Floor, Conference Center  
(To commence no earlier than 4:30 p.m., immediately following the last  
Committee meeting)

**OTHER**

No other items were presented.

**CLOSING REMARKS**

No items were presented.

**OPEN FORUM FOR PUBLIC**

Ms. Penny Farrar reported she reviewed PMC's information on the policy relative to our logo. She discussed the use of Parrish Medical Center's logo by other organizations, and suggested PMC have written policy/guidelines for our logo to safeguard PMC's reputation.

As a follow-up to Ms. Farrar, Ms. Susan Canada also stated she does not want PMC's logo to show up at campaign/political rallies. She distributed printed photos from a previous county employee's computer and discussed the National Veterans Homeless Support Group Board of Directors.

**ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 6:03 p.m.

Billie Fitzgerald  
Secretary