



MEMORANDUM

To: Board of Directors

Cc: Bill Boyles, Esquire
Ramesh Patel, M.D.

From: George Mikitarian
President/CEO

Subject: Board/Committee Meetings – April 5, 2021

Date: March 29, 2021

The Audit Committee will meet at 10:00 a.m. in the Executive Conference room.

The Investment Committee will meet at 10:15 a.m. in the Executive Conference room.

The Ad Hoc Credentials Review Committee will meet at 11:30 a.m. where the Committee will review credentialing and privileging files as they relate to medical staff appointment/reappointment.

The Quality Committee will convene at 12:00 p.m., which will be followed by the Finance Committee, and then Executive Committee meetings.

The Board of Directors will meet in executive session no earlier than 1:30 p.m. Following the Board of Directors Executive Session, the Education Committee and Board of Directors regularly scheduled meeting will be held immediately following, however no earlier than 2:00 p.m.

The Planning Committee meeting has been canceled.

Members:

Stan Retz, Chairperson

Robert L. Jordan, Jr., C.M. (ex-officio)

Peggy Crooks

Jerry Noffel

TENTATIVE AGENDA
AUDIT COMMITTEE
NORTH BREVARD COUNTY HOSPITAL DISTRICT
OPERATING
PARRISH MEDICAL CENTER
APRIL 5, 2021 10:00 A.M.
EXECUTIVE CONFERENCE ROOM

Call to Order

- I. Review and approval of minutes (January 04, 2021)

Motion: To recommend approval of the January 04, 2021 minutes as presented.

- II. Public Comments

- III. Audit Engagement Letter MSL – Mr. Bailey

Motion: To recommend approval of the Moore Stephens Lovelace Engagement Letter for the FY21 audit as presented.

- IV. Corporate Compliance Update – Mr. Jackson

- V. Adjournment

**NORTH BREVARD COUNTY HOSPITAL DISTRICT
OPERATING
PARRISH MEDICAL CENTER
AUDIT COMMITTEE**

A regular meeting of the Audit Committee of the North Brevard County Hospital District operating Parrish Medical Center was held on January 4, 2021 at 11:00 a.m. in the Executive Conference Room. The following members were present:

Stan Retz, Chairperson via phone
Peggy Crooks
Elizabeth Galfo, M.D.
Herman Cole via phone

Other Attendees:

Kent Bailey, Vice President Finance
Pamela Perez, Administrative Assistant
Anual Jackson, Director, Corporate Compliance
Farlen Halikman, MSL
Jeff Goolsby, MSL
Nate Davenport, MSL

Call to Order

Mr. Retz called the meeting to order at 11:04 a.m.

Remote Attendance

Due to an extraordinary circumstance related to Covid-19, Mr. Retz and Mr. Cole will be participating on the meeting via telephone as allowed under the guidelines from the Florida Attorney General.

The following motion was made by Dr. Galfo, seconded by Ms. Crooks, and approved without objection.

Action Taken: To recommend the Board of Directors to allow, due to an extraordinary circumstance related to Covid-19, Herman Cole and Stan Retz to participate remotely and vote on committee matters in this January 4, 2021 meeting of the Audit Committee.

Review and Approval of Minutes

The following motion was made by Dr. Galfo, seconded by Mr. Cole, and approved without objection.

Action Taken: Motion to approve the minutes of the November 02, 2020 meeting as presented.

Public Comment

No public comment

FY20 Final Audit Report

Farlen Halikman, MSL, and Jeff Goolsby, MSL, gave an overview of the areas of the audit. No adjustments, no comments and no disagreements noted.

The following motion was made by Mr. Retz and seconded by Mr. Cole and approved without objection:

Motion: To recommend to the board of directors to accept the Fiscal Year 2020 audit results and reports:

- *Audited Financial Statements and Supplementary Information*
- *Report on Internal Control and Compliance*
- *Communications with the Board of Directors and Audit Committee*
- *Management Letter*

MSL PPP Loan Engagement Letter, Non-Audit Service NBMS

Mr. Bailey informed the committee of the engagement for NBMS related to the PPP Loan. The engagement letter is not a request for an audit as this not an auditable service.

The following motion was made by Dr. Galfo and seconded by Mr. Cole and approved without objection:

Motion: To approve the engagement letter for NBMS.

Corporate Compliance Update

Mr. Jackson informed the committee that going forward, per the Board Bylaws compliance matters will be brought to the Executive Committee of the Board of Directors. Mr. Jackson will continue to advise the Audit Committee on any compliance audit matters.

Adjournment

There being no further business, the meeting adjourned at 11:32 a.m.

Stan Retz, Chairperson



March 12, 2021

VIA EMAIL

Dr. George Mikitarian
President/Chief Executive Officer
North Brevard County Hospital District
d/b/a Parrish Medical Center
951 N. Washington Avenue
Titusville, FL 32796

Dear Dr. Mikitarian:

We are pleased to serve **North Brevard County Hospital District d/b/a Parrish Medical Center** (the "District") as its independent certified public accountants. This letter confirms our understanding of the scope and the terms of our engagement.

We will audit the general purpose financial statements of the District as of and for the year ending September 30, 2021. Also, the following supplementary information accompanying the financial statements will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, in accordance with auditing standards generally accepted in the United States of America, and our auditor's report will provide an opinion on it in relation to the financial statements as a whole:

1. Required Supplemental Information – Unaudited Schedule Funding Progress – Pension
2. Required Supplemental Information – Unaudited Schedule Funding Progress – OPEB
3. Consolidating Balance Sheets
4. Consolidating Statements of Revenues, Expenses, and Changes in Net Assets

AUDIT OBJECTIVE

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles ("GAAP"). Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States, and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which, in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

In recent years, the federal government and many states have aggressively increased enforcement efforts under Medicare and Medicaid anti-fraud and abuse legislation. Broadening regulatory and legal interpretations have significantly increased the risk of penalties for providers; for example, broad interpretations of "false claims" laws are exposing ordinary billing mistakes to scrutiny and penalty consideration. An auditor's expertise is in accounting and auditing matters rather than operational, clinical, compliance or legal matters. Accordingly, our audit procedures focus on areas that normally are subject to internal control relevant to financial reporting.

An audit conducted in accordance with auditing standards generally accepted in the United States of America does not include audit procedures specifically designed to detect illegal acts that have only an indirect effect on the financial statements (for example, violations of Stark laws or fraud and abuse statutes that result in fines or penalties being imposed on the District). The audit procedures do not include testing compliance with laws and regulations in any jurisdiction related to Medicare and Medicaid anti-fraud and abuse. Management of the District is responsible for the identification of, and the District's compliance with, laws and regulations applicable to its activities, including, but not limited to, those related to Medicare and Medicaid anti-fraud and abuse statutes.

With respect to cost reports that may be filed with a third party (such as federal and state regulatory agencies), we have not been engaged to test in any way, or render any form of assurance on, the propriety or allowability of the specific costs to be claimed on, or charges to be reported in, a cost report. Management is responsible for the accuracy and propriety of all cost reports filed with Medicare, Medicaid, or other third parties.

AUDIT PROCEDURES

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of certain assets and liabilities by correspondence with selected third parties, including actuaries, creditors and financial institutions. We may also request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from management about the financial statements and related matters.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that comes to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our audit will include obtaining an understanding of the District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under our professional standards.

OTHER SERVICES

We will also assist in preparing the financial statements of the District in conformity with GAAP based on information provided by you.

We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

MANAGEMENT RESPONSIBILITIES

The District and its management are responsible for making all management decisions and performing all management functions; for designating an individual with suitable skills, knowledge, or experience to oversee tax services or any other non-attest services we may provide; and for evaluating the adequacy and results of those services and accepting responsibility for them. The District and its management are responsible for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of financial position, results of operations, and cash flows in conformity with GAAP that are free of material misstatements. The District and its management are also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. The District and its management are responsible for providing us with (a) access to all information of which they are aware that is relevant to the preparation and fair presentation of the financial statements, (b) additional information that we may request for the purpose of the audit, and (c) unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence.

The District's and management's responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

As part of our engagement, we may propose standard, adjusting, or correcting journal entries to your financial statements. The District and its management are responsible for reviewing the entries and understanding the nature of any proposed entries and the impact they have on the financial statements.

The District and its management are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or allegations of fraud affecting the District involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect on the financial statements. The District's and management's responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, regulators, or others. In addition, the District and its management are responsible for identifying and ensuring that the District complies with applicable laws and regulations (including, but not limited to, those related to the Medicare and Medicaid anti-fraud and abuse statutes). The District and its management are responsible for the preparation of the supplementary information in conformity with GAAP. The District and its management agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. The District and its management agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon.

The District and its management agree to assume all management responsibilities for financial statement preparation services and/or any other non-attest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skills, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

The District and its management are also responsible to notify us in advance of their intent to print our report, in whole or in part, and to give us the opportunity to review such printed matter before its issuance.

With regard to electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

You acknowledge that as a condition of our agreement to perform an audit, you and the District's management agree to the best of your knowledge and belief to be truthful, accurate, and complete in the representations you make to us during the course of the audit and in the written representations provided to us at the completion of the audit.

Because of the importance of management's representations, contained in your representation letter to us, to the effective performance of our services, the District will release MSL, P.A. ("MSL") and its personnel from any claims, liabilities, costs and expenses relating to our services under this letter attributable to any misrepresentations in the representation letter referred to above or made to us by any member of management. In addition, the District further agrees to indemnify and hold us harmless for any liability and all reasonable costs, including legal fees, that we may incur as a result of the services performed under this engagement in the event there are known misrepresentations made to us by any member of the District's management.

ENGAGEMENT ADMINISTRATION AND OTHER

We understand that your employees will prepare all confirmations that we request and will locate any documents selected by us for testing.

Jeff Goolsby is the engagement shareholder and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our year-end fieldwork on the audit on approximately November 8, 2021.

FEES - Our fees are based on the tasks required, time spent, and level of expertise of the staff used to perform this engagement. Based on our preliminary estimates, the fee will not exceed \$135,000. This estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement (and includes all out of pocket expenses and travel costs).

Invoices for the audit will be due based on the following schedule:

Initial deposit	\$ 25,000
September 30, 2021	\$ 25,000
October 31, 2021	\$ 25,000
November 30, 2021	\$ 25,000
December 31, 2021	\$ 20,000
Upon Issuance of Report	Balance

Any subsequent discussions, conferences, telephone conversations, correspondence or related services will be invoiced separately.

In the event we are requested or authorized by the District or are required by government regulation, subpoena, or other legal process to produce our documents or our personnel as witnesses with respect to our engagements for the District, the District will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

A service charge of 1.5 percent per month will be assessed on any invoice not paid within thirty (30) days of the invoice date. We reserve the right to halt further services until payment on past due invoices is received. In the event that collection procedures are required, you agree to pay all expenses of collection, including collection efforts by our staff, which will be billed at our standard hourly rates, and all attorney's fees and costs actually incurred by our Firm in connection with such collection, whether or not suit is filed thereon. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

INITIAL DEPOSIT DUE - We require an initial deposit in the amount of \$25,000 for this engagement.

LAW - This agreement will be interpreted in accordance with Florida law and the terms and conditions as required by the Florida Board of Accountancy, where applicable.

You agree that our maximum liability to you for any negligent errors or omissions committed by us in the performance of the engagement will be limited to three times the amount of our fees for this engagement, except to the extent determined to result from our gross negligence or willful misconduct.

We may from time to time, depending on the circumstances, use third-party service providers in servicing your account. We may share confidential information about your organization with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, management will be asked to provide its consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

The workpapers for this engagement are the property of MSL and constitute confidential information. However, we may be requested to make certain workpapers available to government officials or others pursuant to authority by law or regulation. If requested, access to such workpapers will be provided under the supervision of MSL personnel. Pursuant to Rule 42 CFR Part 420, issued December 20, 1982, by the Center for Medicare and Medicaid of the Department of Health and Human Services ("HHS"), in regard to contract services which could potentially exceed \$10,000 over a twelve-month period, access to our records will be available to the Secretary of HHS, or authorized representatives, until the expiration of four years after the services detailed in this letter. This request from HHS must be in compliance with 42 CFR Part 420. We do not waive any rights or privileges granted under federal or state law, statutes, or regulation with regard to client/accountant privileges.

We may require access to identifiable personal health information ("PHI") during the course of our engagement. As a business associate, MSL will take reasonable steps to comply with Section 164.504(e)(2)(ii) of the Health Insurance Portability and Accountability Act ("HIPAA"), which requires, among other things, for business associates to use appropriate safeguards to prevent the improper use or disclosure of PHI. It is management's responsibility to provide MSL with the District's business associate agreement. This agreement will govern our conduct as it relates to how PHI is treated during our engagement.

MEDIATION - Parties to this engagement agree that any dispute that may arise regarding the meaning, performance, or enforcement of this engagement will, prior to resorting to litigation, be submitted to mediation upon the written request of any party to the engagement. In the event that the parties cannot agree to a mediator, each will choose one and the two will choose a third, who will serve as sole mediator. The results of this mediation shall be binding only upon agreement of each party to be bound. Costs of any mediation proceeding shall be shared equally by both parties.

TERM - This engagement is for a limited period of time and is further limited by scope. Any other services performed on your behalf shall be by separate agreement. Our audit engagement ends on delivery of our audit report or January 31, 2022, whichever occurs first. Any follow-up services will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service. You agree that any claim arising out of this engagement letter shall be commenced within one (1) year of the delivery of the work product to you, regardless of any longer period of time for commencing such claim as may be set by law. A claim is understood to be a demand for money or services, the service of a suit, or the institution of arbitration proceedings against MSL.

If, at any time during the engagement, you fail to make prompt payments or cooperate with the staff performing this engagement, we reserve the right to suspend performance until such time as payment is made or cooperation resumes. Our engagement to serve as your independent auditor is contingent upon the results obtained from our client acceptance and continuance due diligence procedures. In the event circumstances arise that cause us to believe that we can no longer adequately meet our obligations, or if we believe that continued performance would require us to compromise our ethical standards, we reserve the right to immediately suspend or terminate this contract. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You understand that if this contract is suspended or terminated, reports or documents may not be prepared timely and you agree to hold MSL and its employees harmless for any damages suffered. In no event will our Firm be liable for incidental or consequential damages, even if we have been advised of the possibility of such damages.

NON-SOLICITATION - Your management and MSL acknowledge the importance of retaining key personnel. Accordingly, both parties agree that during the period of this agreement and for one year after its expiration or termination, neither party will (a) solicit any shareholder/partner or employee of the other party for employment, or (b) employ any person who was a shareholder/partner or employee of the other party within four (4) months after the termination of their employment with the other party for any reason, without the advance written consent and negotiated compensation of the other party.

In any case, if the individual becomes an employee of the other party within the non-solicitation period in violation of the foregoing, the other party agrees to pay the original employer a fee equal to 40 percent (40%) of the individual's annual compensation for the prior full twelve-month period of their prior employment. The fee is due thirty (30) days after the individual becomes an employee of the other party.

North Brevard County Hospital District
d/b/a Parrish Medical Center
March 12, 2021
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ENTIRE AGREEMENT - The terms and conditions set out in this engagement letter constitute the entire agreement between the parties and supersede any verbal or written agreements concerning the above-referenced services.

If the services and terms outlined above are in accordance with your understanding, please sign this letter and return it to us, along with the initial deposit of \$25,000. Upon receipt of your signed engagement letter and initial deposit, we will schedule your work.

We very much appreciate this opportunity to be of service to you. If you have any questions, please do not hesitate to contact us.

Sincerely,

MSL, P.A.

The above terms and conditions are accepted and affirmed.

By: _____

Date: _____

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Investment Committee:

Jerry Noffel, Chairperson

Peggy Crooks

Stan Retz, CPA

TENTATIVE AGENDA
INVESTMENT COMMITTEE
NORTH BREVARD COUNTY HOSPITAL DISTRICT
OPERATING
PARRISH MEDICAL CENTER
MONDAY, APRIL 05, 2021, NO EARLIER THAN 10:15 A.M.
EXECUTIVE CONFERENCE ROOM

CALL TO ORDER

I. Public Comment

II. Review and approval of minutes August 25, 2020.

Motion: To recommend approval of the August 25, 2020 meeting minutes as presented.

III. Allocations and Rebalancing of Investment Portfolios

IV. Pension Plan Investment Rate of Return assumption for FY 2022

V. Adjournment

NORTH BREVARD COUNTY HOSPITAL DISTRICT
OPERATING
PARRISH MEDICAL CENTER
INVESTMENT COMMITTEE
AUGUST 25, 2020
TELECONFERENCE

The Investment Committee of the North Brevard County Hospital District Board of Directors met on August 25, 2020 via teleconference at 3:00 p.m. The following members, representing a quorum, were present:

Jerry Noffel, Chairperson
Stan Retz
Peggy Crooks

Others present:

Kent Bailey, Vice President-Finance
Pam Perez, Administrative Assistant
Tim Anderson, Anderson Financial Partners
John Anderson, Anderson Financial Partners
Douglas Lozen, Foster & Foster

Call to Order

Mr. Noffel called the meeting to order at 3:06 p.m.

Public Comment

No public comments presented.

Review and Approval of Minutes

The following motion was made by Ms. Crooks, seconded by Mr. Retz, and approved without objection.

Action Taken: Motion to approve the minutes of the March 02, 2020 meeting as presented.

Operating Funds Performance Summary

Tim Anderson, Anderson Financial Partners, gave a brief economic commentary and presented the committee with three questions they are asking of all their clients:

- Are your asset allocations where they need to be?
- Are your portfolios out of balance, do you need to consider a rebalance?
- Do you foresee a cash need in the future? Markets are high, this would be the time to raise the cash.

John Anderson, Anderson Financial Partners reviewed the quarterly summary for the Operating Funds in addition to the summary of performance from the fund managers. The fund managers are performing well and no recommendations to change anything at this time.

The committee addressed the target allocations in regards to the policy and discussion ensued regarding a rebalancing of target allocations and the following motions was made by Mr. Retz, seconded by Ms. Crooks, and approved without objection.

Action Taken: Motion to approve moving \$5 mil from equities to fixed income, and allow for management to work with Anderson Financial Partners on the details in regards to timing to maximize year end plan and ensure continuing compliance with debt covenant requirements.

Pension Plan Assumption Rate

Mr. Bailey brought back to the committee the need to lower the assumption rate.

Discussion ensued and the following motion was made by Ms. Crooks, seconded by Mr. Retz, and approved without objection.

Action Taken: Motion to approve reducing the pension assumption rate for the defined benefit plan from 7.35% to 7.10% for the 10/1/2020 valuation.

Adjournment

There being no further business the meeting adjourned at 4:04 p.m.

Jerry Noffel, Chairperson

QUALITY COMMITTEE

Elizabeth Galfó, M.D.

Robert L. Jordan, Jr., C.M. (ex-officio)

Peggy Crooks

Billie Fitzgerald

Herman A. Cole, Jr.

Jerry Noffel

Stan Retz, CPA

Maureen Rupe

Ashok Shah, M.D.

Ramesh Patel, M.D., President/Medical Staff

Jeram Chapla, M.D., Designee

Greg Cuculino, M.D.

Christopher Manion, M.D., Designee

Kiran Modi, M.D., Designee

George Mikitarian (non-voting)

**NORTH BREVARD COUNTY HOSPITAL DISTRICT
OPERATING
PARRISH MEDICAL CENTER
QUALITY COMMITTEE
MONDAY, APRIL 5, 2021
12:00 P.M.
FIRST FLOOR, CONFERENCE ROOM 2/3/4/5**

CALL TO ORDER

I. Approval of Minutes

Motion to approve the minutes of the February 1, 2021 meeting.

II. Vision Statement

III. Public Comment

IV. "My Story"

V. Dashboard Review

VI. Covid-19 – Vaccination Update

VII. Other

VIII. Executive Session (if necessary)

ADJOURNMENT

NOTE: IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE QUALITY COMMITTEE WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING, HE/SHE WILL NEED A RECORD OF PROCEEDINGS AND, FOR SUCH PURPOSES, MAY NEED TO ENSURE A VERBATIM RECORD OF THE PROCEEDINGS IS MADE AND THAT THE RECORD INCLUDES TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

PERSONS WITH A DISABILITY WHO NEED A SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHOULD CONTACT THE ADMINISTRATIVE OFFICES AT 951 NORTH WASHINGTON AVENUE, TITUSVILLE, FLORIDA 32796, AT LEAST FORTY EIGHT (48) HOURS PRIOR TO THE MEETING. FOR INFORMATION CALL (321) 268-6110. THIS NOTICE WILL FURTHER SERVE TO INFORM THE PUBLIC THAT MEMBERS OF THE BOARD OF DIRECTORS OF NORTH BREVARD MEDICAL SUPPORT, INC. MAY BE IN ATTENDANCE AND MAY PARTICIPATE IN DISCUSSIONS OF MATTERS BEFORE THE NORTH BREVARD COUNTY HOSPITAL DISTRICT BOARD OF DIRECTORS EDUCATIONAL, GOVERNMENTAL AND COMMUNITY RELATIONS COMMITTEE. TO THE EXTENT OF SUCH DISCUSSION, A JOINT PUBLIC MEETING OF THE NORTH BREVARD COUNTY HOSPITAL DISTRICT, BOARD OF DIRECTORS EDUCATIONAL, GOVERNMENTAL AND COMMUNITY RELATIONS COMMITTEE AND NORTH BREVARD MEDICAL SUPPORT, INC. SHALL BE CONDUCTED.

**NORTH BREVARD COUNTY HOSPITAL DISTRICT
OPERATING
PARRISH MEDICAL CENTER
QUALITY COMMITTEE**

A regular meeting of the Quality Committee of the North Brevard County Hospital District operating Parrish Medical Center was held on February 1, 2021 in Conference Room 2/3/4/5, First Floor. The following members were present.

Elizabeth Galfo, M.D., Chairperson
Herman A. Cole, Jr., Vice Chairperson
Peggy Crooks
Billie Fitzgerald
Maureen Rupe
Robert L. Jordan, Jr., C.M.
Stan Retz, CPA (remote)
Ashok Shah, M.D.
Jerry Noffel
Ramesh Patel, M.D., President/Medical Staff
Christopher Manion, M.D.
George Mikitarian (non-voting)

Members absent:
Gregory Cuculino M.D. (excused)
Jeram Chapla, M.D. (excused)
Kiran Modi, M.D. (excused)

CALL TO ORDER

Dr. Galfo called the meeting to order at 12:06 p.m.

REMOTE PARTICIPATION

Discussion ensued and the following motion was made by Ms. Rupe, seconded by Dr. Shah and approved (11 ayes, 0 nays, 0 abstentions).

ACTION TAKEN: MOTION TO RECOMMEND THE QUALITY COMMITTEE OF THE BOARD OF DIRECTORS TO ALLOW, DUE TO EXTRAORDINARY CIRCUMSTANCES RELATED TO COVID-19, STAN RETZ TO PARTICIPATE REMOTELY AND VOTE ON MATTERS COMING BEFORE THIS FEBRUARY 1, 2021 MEETING OF THE QUALITY COMMITTEE.

REVIEW AND APPROVAL OF MINUTES

Discussion ensued and the following motion was made by Mr. Jordan, seconded by Mr. Cole and approved (11 ayes, 0 nays, 0 abstentions).

ACTION TAKEN: APPROVE THE DECEMBER 7, 2020 MEETING MINUTES, AS PRESENTED.

VISION STATEMENT

Mr. Loftin summarized the committee's vision statement.

PUBLIC COMMENTS

There were no public comments.

MY STORY

Mr. Loftin shared the story of William, and the kindness and compassion shown to him by the PMC Care Navigation Team.

QUALITY DASHBOARD REVIEW

Mr. Loftin noted the dashboard will be reviewed at the March meeting.

COVID-19 YEAR IN REVIEW

Mr. Loftin noted that January 29, 2021 marked one year of COVID-19 response by Parrish Medical Center. He provided the current statistics in comparison to the cases for the past year. Dr. Dienst and Dr. Ochoa provided insight concerning the long-term effects of COVID-19 that appear to be occurring at this point in time. Mr. Loftin shared the 2019 Care Partner workforce composition as compared to the 2020 Care Partner workforce composition, noting reductions in specific areas due to stress and other factors clinical care partners are experiencing as a result of the COVID-19 pandemic.

Mr. Jordan asked how the Board could be of assistance to the care partners.

Mr. Mikitarian shared that it is difficult to combat the negative information concerning the COVID-19 response being disseminated in the community surrounding COVID - 19. He asked that the Board of Directors help by correcting this information when board members become aware of it, by educating the community regarding the COVID-19 response and by making community members aware of what is actually taking place surrounding the response to COVID-19.

EMERGENCY DEPARTMENT

Mr. Loftin updated the Quality Committee concerning the Emergency Department status in relation to wait times. He shared that PMC care partners have given everything they have during this past year, adding that they need our support. Mr. Loftin stated we must trust our care partners that they will ensure that each person gets the care they need when they need it.

CITY LIAISON

The Quality Committee recessed at 1:28 p.m. and the Executive Committee convened for the purpose of the report from the City Manager. The Quality Committee resumed at 1:53 p.m.

JOINT COMMISSION – POST SURVEY SUMMARY

Mr. Loftin shared that the virtual Joint Commission survey went well and allowed for any issues or requests by the examiners to be resolved timely. He shared a quote from Joint Commission Lead Surveyor, Rex Smith, regarding the commitment to the quality healthcare demonstrated by PMC care partners.

OTHER

Mr. Mikitarian added that he appreciates the committees focus, concern and commitment shown for the care partners of PMC.

Mr. Noffel posed a question regarding the physician call schedule. Mr. Mikitarian explained the request to change the call schedule and that no change was approved.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 2:08 p.m.

Elizabeth Galfo, M.D.
Chairperson

FINANCE COMMITTEE

Peggy Crooks, Chairperson
Stan Retz, CPA, Vice Chairperson
Robert L. Jordan, Jr., C.M., (ex-officio)
Herman A. Cole, Jr.
Jerry Noffel
Christopher Manion, M.D.
George Mikitarian, President/CEO (non-voting)
Ramesh Patel, M.D., President/Medical Staff

**TENTATIVE AGENDA
FINANCE COMMITTEE MEETING - REGULAR
NORTH BREVARD COUNTY HOSPITAL DISTRICT
OPERATING
PARRISH MEDICAL CENTER
MONDAY, APRIL 05, 2021
FIRST FLOOR CONFERENCE ROOMS 2/3/4/5
(IMMEDIATELY FOLLOWING QUALITY COMMITTEE)**

CALL TO ORDER

- I. Public Comments
- II. Review and approve minutes of (February 01, 2021)

Motion: To recommend approval of the February 01, 2021 minutes as presented.

- III. Financial Review – Mr. Bailey
- IV. Audit Engagement Letter MSL – Mr. Bailey

Motion: To recommend the Board of Directors approve the Moore Stephens Lovelace Engagement Letter for the FY21 as presented.

- V. Disposal

Motion: To recommend to the Board of Directors to declare the equipment listed in the requests for Disposal of Obsolete or Surplus Property Forms as surplus and obsolete and dispose of same in accordance with FS274.05 and FS274.96.

- VI. Executive Session (if necessary)

ADJOURNMENT

NOTE: IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE FINANCE COMMITTEE WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING, HE/SHE WILL NEED A RECORD OF PROCEEDINGS AND, FOR SUCH PURPOSES, MAY NEED TO ENSURE A VERBATIM RECORD OF THE PROCEEDINGS IS MADE AND THAT THE RECORD INCLUDES TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

PERSONS WITH A DISABILITY WHO NEED A SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHOULD CONTACT THE ADMINISTRATIVE OFFICES, AT 951 NORTH WASHINGTON AVENUE, TITUSVILLE, FLORIDA 32796, AT LEAST FORTY-EIGHT (48) HOURS PRIOR TO THE MEETING. FOR INFORMATION CALL (321) 268-6110.

THIS NOTICE WILL FURTHER SERVE TO INFORM THE PUBLIC THAT MEMBERS OF THE BOARD OF DIRECTORS OF NORTH BREVARD MEDICAL SUPPORT, INC. MAY BE IN ATTENDANCE AND MAY PARTICIPATE IN DISCUSSIONS OF MATTERS BEFORE THE NORTH BREVARD COUNTY HOSPITAL DISTRICT BOARD OF DIRECTORS FINANCE COMMITTEE. TO THAT EXTENT OF SUCH DISCUSSIONS, A JOINT PUBLIC MEETING OF THE NORTH BREVARD COUNTY HOSPITAL DISTRICT BOARD OF DIRECTORS FINANCE COMMITTEE AND THE NORTH BREVARD MEDICAL SUPPORT, INC. SHALL BE CONDUCTED.

**NORTH BREVARD COUNTY HOSPITAL DISTRICT
OPERATING
PARRISH MEDICAL CENTER
FINANCE COMMITTEE**

A regular meeting of the Budget and Finance Committee of the North Brevard County Hospital District operating Parrish Medical Center was held on February 1, 2021 in Conference Room 2/3/4/5, First Floor. The following members, representing a quorum, were present:

Peggy Crooks, Chairperson
Stan Retz (remote)
Jerry Noffel
Elizabeth Galfo, M.D.
Robert Jordan, Jr., C.M.
Billie Fitzgerald
Herman A. Cole, Jr.
Ramesh Patel, M.D. (2:41 p.m.)
George Mikitarian (non-voting)

Member(s) Absent:

Christopher Manion, M.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

Ms. Crooks called the meeting to order at 2:35 p.m.

REMOTE PARTICIPATION

Discussion ensued and the following motion was made by Mr. Jordan, seconded by Mr. Cole and approved (7 ayes, 0 nays, 0 abstentions). Dr. Patel was not present at the time the vote was taken.

ACTION TAKEN: MOTION TO RECOMMEND THE FINANCE COMMITTEE OF THE BOARD OF DIRECTORS ALLOW, DUE TO EXTRAORDINARY CIRCUMSTANCES RELATED TO COVID-19, STAN RETZ TO PARTICIPATE REMOTELY IN THE FINANCE COMMITTEE MEETING AND VOTE ON MATTERS COMING BEFORE THE FEBRUARY 1, 2021 MEETING OF THE FINANCE COMMITTEE.

REVIEW AND APPROVAL OF MINUTES

Discussion ensued and the following motion was made by Mr. Cole seconded by Mr. Jordan and approved (7 ayes, 0 nays, 0 abstentions). Dr. Patel was not present at the time the vote was taken.

ACTION TAKEN: MOTION THAT THE FINANCE COMMITTEE OF THE BOARD OF DIRECTORS APPROVE THE DECEMBER 7, 2020 MEETING MINUTES, AS PRESENTED.

PUBLIC COMMENTS

There were no public comments.

QUARTERLY INVESTMENT REPORTS

Messrs. Tim Anderson & John Anderson reviewed the 4th Quarter Performance for both the Operating Fund and the Pension Fund. They presented a brief market update, discussed the Operating Fund and Pension Fund year-to-date and historical performance, and noted manager performance within each of the funds.

REBALANCE OF PENSION PLAN

Mr. Bailey noted the pension plan investment portfolio was rebalanced from 75 percent equity / 25 percent debt instruments to 65 percent equity / 35 percent debt instruments.

FINANCIAL REVIEW

Mr. Bailey summarized the December 2020 financial statements and year to date financial performance of the Health System.

EMERGENCY PURCHASE OF CAPITAL EQUIPMENT

Mr. Bailey updated the committee concerning the purchase of capital equipment per the Emergency Replacement Policy. No further action is necessary.

DISPOSALS

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

ACTION TAKEN: MOTION TO RECOMMEND THE BOARD OF DIRECTORS TO DECLARE THE EQUIPMENT LISTED IN THE REQUESTS FOR DISPOSAL OF OBSOLETE OR SURPLUS PROPERTY FORMS AS SURPLUS AND OBSOLETE AND DISPOSE OF SAME IN ACCORDANCE WITH FS274.05 AND FS274.96.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 3:28 p.m.

Peggy Crooks
Chairperson

NORTH BREVARD COUNTY HOSPITAL DISTRICT
OPERATING
PARRISH MEDICAL CENTER
TITUSVILLE, FLORIDA

Request for Disposal of Obsolete or Surplus Property

The assets listed below are considered obsolete, inefficient, or have ceased to serve any useful function. Board approval for disposal is requested.

Asset Description	Asset Control KN #	Purchase Date	Purchase Amount	CE #	Reason for Disposal	Net Book Value (Provided by Finance)	Dept. #
Stretcher, Stryker 1002	KN024491	7/2/2002	4533.00	3431	Unit obsolete and no longer supported by manufacturer	-0-	1300 Beds 1.356

Requesting Department PAEU Department Director M. F. August 2/23/21
 Net Book Value (Finance) A. Frany 2/18/21 EMC Member Eric [Signature] 2.25.21
 Sr. VP Finance/CFO Kurt [Signature] 3/10/21 President/CEO [Signature] 3/16/21
 Board Approval: (Date) _____ CFO Signature _____
 Requestor Notified Finance _____
 Asset Disposed of or Donated _____
 Removed from Asset List (Finance) _____
 Requested Public Entity for Donation _____
 Entity Contact _____
 Telephone _____

NORTH BREVARD COUNTY HOSPITAL DISTRICT
OPERATING
PARRISH MEDICAL CENTER
TITUSVILLE, FLORIDA

Request for Disposal of Obsolete or Surplus Property

The assets listed below are considered obsolete, inefficient, or have ceased to serve any useful function. Board approval for disposal is requested.

Asset Description	Asset Control KN #	Purchase Date	Purchase Amount	CE #	Reason for Disposal	Net Book Value (Provided by Finance)	Dept. #
Ultrasound Doppler	KN016861	2/27/1992	497.00	00798	Unit obsolete, not functioning and no longer supported by manufacturer.	-0-	1.316 3rd Floor
							1.314 5th floor

Requesting Department 1.314 Med/Oncology Department Director [Signature]
 Net Book Value (Finance) 1.314/21 EMC Member [Signature]
 Sr. VP Finance/CFO [Signature] President/CEO
 Board Approval: (Date) 3/10/21 CFO Signature [Signature]
 Requestor Notified Finance _____
 Asset Disposed of or Donated Disposed
 Removed from Asset List (Finance) _____
 Requested Public Entity for Donation _____
 Entity Contact _____
 Telephone _____

NORTH BREVARD COUNTY HOSPITAL DISTRICT
 OPERATING
 PARRISH MEDICAL CENTER
 TITUSVILLE, FLORIDA

Request for Disposal of Obsolete or Surplus Property

The assets listed below are considered obsolete, inefficient, or have ceased to serve any useful function. Board approval for disposal is requested.

Asset Description	Asset Control KN #	Purchase Date	Purchase Amount	CE #	Reason for Disposal	Net Book Value (Provided by Finance)	Dept. #
Bladder / Urine monitor <i>UROTrach II</i>	KN018509	3/6/1995	985.00	2368	Unit obsolete and no longer supported by manufacturer	-0-	1.342 ICU

Requesting Department ICU Department Director *Mary F. Ayres* 2/23/21
 Net Book Value (Finance) *0.00* EMC Member *ETA* 2.25.21
 Sr. VP Finance/CFO *W. Bailey* 3/10/21 President/CEO *GM* 3/16/21
 Board Approval: (Date) _____ CFO Signature _____
 Requestor Notified Finance _____
 Asset Disposed of or Donated _____
 Removed from Asset List (Finance) _____
 Requested Public Entity for Donation _____
 Entity Contact _____
 Telephone _____

NORTH BREVARD COUNTY HOSPITAL DISTRICT
OPERATING
PARRISH MEDICAL CENTER
TITUSVILLE, FLORIDA

Request for Disposal of Obsolete or Surplus Property

The assets listed below are considered obsolete, inefficient, or have ceased to serve any useful function. Board approval for disposal is requested.

Asset Description	Asset Control KN #	Purchase Date	Purchase Amount	CE #	Reason for Disposal	Net Book Value (Provided by Finance)	Dept. #
R/F unit, Cysto/Tomo GE UROVIEW	KN024831 Asset 00314	8/5/2003	23,947	1317	Unit end of life, no longer supported by manufacturer and unable to be repaired.	—0—	1.351 OR/Specials

Requesting Department OR Department Director Marion F. Ayler 2/23/21
 Net Book Value (Finance) 0. Frank 2/15/21 EMC Member John 2.25.21
 Sr. VP Finance/CFO Antoinette 3/10/21 President/CEO
 Board Approval: (Date) 3/16/21 CFO Signature [Signature]

Requestor Notified Finance _____
 Asset Disposed of or Donated _____
 Removed from Asset List (Finance) _____
 Requested Public Entity for Donation _____
 Entity Contact _____
 Telephone _____

NORTH BREVARD COUNTY HOSPITAL DISTRICT
OPERATING
PARRISH MEDICAL CENTER
TITUSVILLE, FLORIDA

Request for Disposal of Obsolete or Surplus Property

The assets listed below are considered obsolete, inefficient, or have ceased to serve any useful function. Board approval for disposal is requested.

Asset Description	Asset Control KN #	Purchase Date	Purchase Amount	CE #	Reason for Disposal	Net Book Value (Provided by Finance)	Dept. #
Fresenius 2008K Dialysis machine, 2 units	KN028443	6/1/2005	13200	2910	Unit end of life, no longer supported by manufacturer and unable to be repaired.	~0--	1.344 Dialysis
	KN029057	6/20/2008	13200	4393		~0--	
Dialysis RO machines, 2 units	KN028444	6/1/2005	6000	2911		~0--	
	KN029461	6/20/2008	6000	2694		~0--	

Requesting Department DIALYSIS Department Director Walter F. Cuyler 2/23/21
 Net Book Value (Finance) 0. Franey 2/15/21 EMC Member Bob 2-25-21
 Sr. VP Finance/CFO Art Bailey 3/10/21 President/CEO JM 3/16/21
 Board Approval: (Date) _____ CFO Signature _____
 Requestor Notified Finance _____
 Asset Disposed of or Donated _____
 Removed from Asset List (Finance) _____
 Requested Public Entity for Donation _____
 Entity Contact _____
 Telephone _____

NORTH BREVARD COUNTY HOSPITAL DISTRICT
OPERATING
PARRISH MEDICAL CENTER
TITUSVILLE, FLORIDA

Request for Disposal of Obsolete or Surplus Property

The assets listed below are considered obsolete, inefficient, or have ceased to serve any useful function. Board approval for disposal is required.

Asset Description	Asset Control KN #	Purchase Date	Purchase Price	ID#	Reason for Disposal	Net Book Value (provided by Finance Dept)	Dept.
Club Car Golf Cart - 2009 4P White	KN029347	07/09/09	\$6,650	AQ0514-492650	OBSOL	0.00	1.427
HDK Golf Cart - 2012 6P	KN030110	05/01/14	\$4,000	N/A	OBSOL	0.00	1.661

TOTAL BOOK VALUE \$0.00

Requesting Department: Plant Services
 Net Book Value (Finance): A. James 2/22/21
 Sr. VP Finance/CFO: Just Bailey 3/10/21
 Board Approved (CFO Signature): _____
 Requestor Notified Finance: _____
 Asset Disposed of or Donated: _____
 Removed from Asset List (Finance): _____
 Requested Public Entity for Donation: _____
 Entity Contact: _____
 Telephone: _____

Department Director: Alon Johnson
 EMC Member: Betsy
 President/CEO: JM 3/16/21

NORTH BREVARD COUNTY HOSPITAL DISTRICT
OPERATING
PARRISH MEDICAL CENTER
TITUSVILLE, FLORIDA

Request for Disposal of Obsolete or Surplus Property

The assets listed below are considered obsolete, inefficient, or have ceased to serve any useful function. Board approval for disposal is required.

Asset Description	Asset Control KN #	Purchase Date	Purchase Price	ID#	Reason for Disposal	Net Book Value (provided by Finance Dept)	Dept.
2013 CLUB CAR VILLAGER	KN030034	09/11/13	\$14,465	FLA67230/QS1401-429671	MISSING IN 2018	0.00	1.733
2014 CLUB CAR VILLAGER	KN030115	06/01/14	\$9,755	5J5LD22B7EA510471	MISSING IN 2018	0.00	1.325

TOTAL BOOK VALUE \$0.00

Requesting Department:

Net Book Value (Finance)

Sr. VP Finance/CFO

Board Approved (CFO Signature)

Requestor Notified Finance

Asset Disposed of or Donated

Removed from Asset List (Finance)

Requested Public Entity for Donation

Entity Contact

Telephone

Plant Services
A. Finney 2/22/21
J. Bailey 3/10/21

Department Director Alan Gifford
EMC Member [Signature]
President/CEO [Signature] 3/16/21

EXECUTIVE COMMITTEE

Stan Retz, CPA, Chairman
Robert L. Jordan, Jr., C.M.
Herman A. Cole, Jr.
Peggy Crooks
Elizabeth Galfo, M.D.
George Mikitarian, President/CEO (non-voting)

**DRAFT AGENDA
EXECUTIVE COMMITTEE
NORTH BREVARD COUNTY HOSPITAL DISTRICT
OPERATING
PARRISH MEDICAL CENTER
MONDAY, APRIL 5, 2021
FIRST FLOOR, CONFERENCE ROOM 2/3/4/5
IMMEDIATELY FOLLOWING FINANCE COMMITTEE**

CALL TO ORDER

- I. Approval of Minutes

Motion to approve the minutes of the February 1, 2021 meeting, as presented.
- II. Reading of the Huddle
- III. Public Comment
- IV. Attorney Report – Mr. Boyles
- V. Community Programs - Contributions – Mr. Mikitarian
- VI. Health & Fitness – Mr. Mikitarian
- VII. Other
- VIII. Executive Session (if necessary)

ADJOURNMENT

NOTE: IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING, HE/SHE WILL NEED A RECORD OF PROCEEDINGS AND, FOR SUCH PURPOSES, MAY NEED TO ENSURE A VERBATIM RECORD OF THE PROCEEDINGS IS MADE AND THAT THE RECORD INCLUDES TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

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**NORTH BREVARD COUNTY HOSPITAL DISTRICT
OPERATING
PARRISH MEDICAL CENTER
EXECUTIVE COMMITTEE**

A regular meeting of the Executive Committee of the North Brevard County Hospital District operating Parrish Medical Center was held on February 1, 2021 in Conference Room 2/3/4/5, First Floor. The following members were present:

Stan Retz, CPA, Chairman (remote)
Robert L. Jordan, Jr., C.M., Vice Chairman
Herman A. Cole, Jr.
Peggy Crooks
Elizabeth Galfo, M.D.
George Mikitarian (non-voting)

Members Absent:
None

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. Retz called the meeting to order at 1:28 p.m.

REMOTE PARTICIPATION

Discussion ensued and the following motion was made by Dr. Galfo, seconded by Mr. Cole and approved (5 ayes, 0 nays, 0 abstentions).

ACTION TAKEN: MOTION TO RECOMMEND THE EXECUTIVE COMMITTEE OF THE BOARD OF DIRECTORS ALLOW, DUE TO EXTRAORDINARY CIRCUMSTANCES RELATED TO COVID-19, STAN RETZ TO PARTICIPATE IN THE EXECUTIVE COMMITTEE MEETING REMOTELY AND VOTE ON MATTERS COMING BEFORE THE FEBRUARY 1, 2021 MEETING OF THE EXECUTIVE COMMITTEE.

At this time, Mr. Retz delegated chairing the meeting over to Mr. Jordan since Mr. Retz was participating remotely.

CITY LIAISON

The Quality Committee suspended its agenda and the Executive Committee convened at 1:28p.m. for the purpose of the report from the City Manager, Mr. Scott Larese. Mr. Larese provided the latest edition of Titusville Talking Points, and addressed questions from the committee. The Executive Committee recessed at 1:53 p.m. to resume the Quality Committee.

REVIEW AND APPROVAL OF MINUTES

The Executive Committee reconvened at 3:28 p.m. Discussion ensued and the following motion was made by Ms. Crooks, seconded by Dr. Galfo and approved (5 ayes, 0 nays, 0 abstentions).

ACTION TAKEN: APPROVE THE DECEMBER 7, 2020 MEETING MINUTES OF THE EXECUTIVE COMMITTEE, AS PRESENTED.

READING OF THE HUDDLE

Dr. Galfo read the Weekly Huddle.

PUBLIC COMMENT

There were no public comments.

ATTORNEY REPORT

Mr. Boyles noted the Metrus settlement was proceeding, adding some demands were made by PMC regarding warranty materials, however he believes all available materials have since been provided to PMC. Mr. Boyles stated he hopes the settlement will close this week.

PLUMBING ISSUE AND SUMMARY

Mr. Loftin summarized the events surrounding the January 12, 2021 plumbing issue, noting the timely work done by PMC Plant Engineering alongside Alligator Plumbing and 321 Construction. Mr. Loftin gave credit to Plant Engineering Director, Jeff Riley for using his resources and contacts to resolve this matter quickly.

OTHER

There was no other business to discuss.

ADJOURNMENT

There being no further business to discuss, the committee adjourned at 3:48 p.m.

Robert L. Jordan, Jr., C.M.
Vice Chairperson



March 31, 2021

TO: North Brevard Hospital District Board of Directors and Executive Committee

FROM: George Mikitarian, President/Chief Executive Officer

RE: Contributions to Local Civic Programs

Parrish Medical Center leadership has been working with Brevard County officials to identify areas of greatest need of economic support in North Brevard. Blanton Park and the new Boys and Girls Club have been identified as having a strong connection to the community and in need of support. The Brevard County owned Blanton Park needs athletic facilities and parking improvements. The Boys and Girls Club needs a variety of items such as refurbishments to facilities and parking lot improvements.

Preliminary estimates of the necessary contributions for Blanton Park and the Boys and Girls Club range from \$700,000 to \$1 million. I request Board approval of up to \$1 million to fund these areas of community needs.

EDUCATION COMMITTEE

Billie Fitzgerald, Chairperson
Robert L. Jordan, Jr., C.M. (ex-officio)
Herman A. Cole, Jr.
Elizabeth T. Galfo, M.D.
Maureen Rupe
Ashok Shah, M.D.
Ramesh Patel, M.D.
George Mikitarian, President/CEO (Non-voting)

**NORTH BREVARD COUNTY HOSPITAL DISTRICT
OPERATING
PARRISH MEDICAL CENTER
EDUCATIONAL, GOVERNMENTAL AND COMMUNITY RELATIONS COMMITTEE
MONDAY, APRIL 5, 2021
IMMEDIATELY FOLLOWING EXECUTIVE SESSION
FIRST FLOOR CONFERENCE ROOM 2/3/4/5**

CALL TO ORDER

I. Review and Approval of Minutes

Motion to approve the minutes of the February 1, 2021 meeting.

II. Inspire Sleep Apnea Procedure – Ms. Weaver

III. COVID – Mr. Renker

IV. Other

IV. Executive Session (if necessary)

ADJOURNMENT

NOTE: IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE EDUCATION COMMITTEE WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING, HE/SHE WILL NEED A RECORD OF PROCEEDINGS AND, FOR SUCH PURPOSES, MAY NEED TO ENSURE A VERBATIM RECORD OF THE PROCEEDINGS IS MADE AND THAT THE RECORD INCLUDES TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

PERSONS WITH A DISABILITY WHO NEED A SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHOULD CONTACT THE ADMINISTRATIVE OFFICES AT 951 NORTH WASHINGTON AVENUE, TITUSVILLE, FLORIDA 32796, AT LEAST FORTY-EIGHT (48) HOURS PRIOR TO THE MEETING. FOR INFORMATION CALL (321) 268-6110.

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**NORTH BREVARD COUNTY HOSPITAL DISTRICT
OPERATING
PARRISH MEDICAL CENTER
EDUCATIONAL, GOVERNMENTAL AND COMMUNITY RELATIONS
COMMITTEE**

A regular meeting of the Educational, Governmental and Community Relations Committee of the North Brevard County Hospital District operating Parrish Medical Center was held on February 1, 2021 at 3:52 p.m. in Conference Room 2/3/4/5, First Floor. The following members were present:

Billie Fitzgerald, Chairperson
Robert L. Jordan, Jr., C.M.
Herman A. Cole, Jr.
Elizabeth T. Galfo, M.D.
Maureen Rupe
Ashok Shah, M.D.
Ramesh Patel, M.D.
George Mikitarian (non-voting)

Member(s) Absent:
None

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

CALL TO ORDER

Ms. Fitzgerald called the meeting to order at 3:52 p.m.

REVIEW AND APPROVAL OF MINUTES

The following motion was made by Mr. Jordan, seconded by Dr. Shah, and approved (7 ayes, 0 nays, 0 abstentions).

ACTION TAKEN: MOTION TO APPROVE THE MINUTES OF DECEMBER 7, 2020 MEETING, AS PRESENTED.

CARDIOLOGY PROGRAM UPDATE AND REVIEW

Mr. Graybill and Dr. Celis presented to the committee concerning the Parrish Medical Center Cardiovascular Program and in particular the utilization of the Micra Pacemaker. Copies of the Power Point slides presented are appended to the file copy of these minutes.

OTHER

No other items were presented.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 4:31 p.m.

Billie Fitzgerald
Chairperson

**DRAFT AGENDA
BOARD OF DIRECTORS MEETING - REGULAR MEETING
NORTH BREVARD COUNTY HOSPITAL DISTRICT
OPERATING
PARRISH MEDICAL CENTER
APRIL 5, 2021
NO EARLIER THAN 2:00 P.M.,
FOLLOWING THE LAST COMMITTEE MEETING
FIRST FLOOR, CONFERENCE ROOM 2/3/4/5**

CALL TO ORDER

- I. Pledge of Allegiance
- II. PMC's Vision – *Healing Families – Healing Communities*
- III. Approval of Agenda
- IV. Recognitions(s)
- V. Review and Approval of Minutes February 1, 2021 Regular Meeting)
- VI. Open Forum for PMC Physicians
- VII. Public Input and Comments***₁
- VIII. Unfinished Business***
- IX. New Business***
- X. Medical Staff Report Recommendations/Announcements
- XI. Public Comments (as needed for revised Consent Agenda)
- XII. Consent Agenda***
 - A. Finance
 1. Motion to recommend the Board of Directors approve the Moore Stephens Lovelace Engagement Letter for the FY21 as presented.
 2. Motion to recommend to the Board of Directors to declare the equipment listed in the requests for Disposal of Obsolete or Surplus Property Forms as surplus and obsolete and dispose of same in accordance with FS274.05 and FS274.96.

BOARD OF DIRECTORS MEETING

APRIL 5, 2021

PAGE 2

***1 Pursuant to PMC Policy 9500-154:

- non-agenda items – 3 minutes per citizen
- agenda items for board action -- 3 minutes per citizen, permitted prior to board discussion for regular agenda action items and prior to board action on consent agenda
- 10 minute total per citizen
- must be related to the responsibility and authority of the board or directly to an agenda item [see items marked ***]

XIII. Committee Reports

- A. Quality Committee
- B. Finance Committee
- C. Executive Committee
- D. Educational, Governmental and Community Relations Committee
- E. Planning, Physical Facilities & Properties Committee

XIV. Process and Quality Report – Mr. Mikitarian

- A. Other Related Management Issues/Information
- B. Hospital Attorney - Mr. Boyles

XVI. Other

XVII. Closing Remarks – Chairman

XVIII. Executive Session (if necessary)

ADJOURNMENT

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ANY MEMBER OF THE PUBLIC THAT WILLFULLY INTERRUPTS OR DISTURBS A MEETING OF THE BOARD OF DIRECTORS IS SUBJECT TO REMOVAL FROM THE MEETING BY AN OFFICER AND SUCH OTHER ACTIONS AS MAY BE DEEMED APPROPRIATE AS PROVIDED IN SECTION 871.01 OF THE FLORIDA STATUTES.

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

A regular meeting of the Board of Directors of the North Brevard County Hospital District operating Parrish Medical Center was held at 4:37 p.m. on February 1, 2021 in Conference Room 2/3/4/5, First Floor. The following members were present:

Robert L. Jordan, Jr., C.M., Chairman
Stan Retz, Vice Chairman (Remote)
Herman A. Cole, Jr.
Billie Fitzgerald
Peggy Crooks
Elizabeth Galfo, M.D.
Ashok Shah, M.D.
Maureen Rupe
Jerry Noffel

Member(s) Absent:

None

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. Jordan called the meeting to order at 4:37 p.m.

REMOTE PARTICIPATION

Discussion ensued and the following motion was made by Dr. Galfo, seconded by Mr. Cole and approved (9 ayes, 0 nays, 0 abstentions).

ACTION TAKEN: MOTION THAT THE BOARD OF DIRECTORS ALLOW, DUE TO EXTRAORDINARY CIRCUMSTANCES RELATED TO COVID-19, STAN RETZ TO PARTICIPATE REMOTELY IN THE REGULAR MEETING OF THE BOARD OF DIRECTORS AND VOTE ON MATTERS COMING BEFORE THE BOARD OF DIRECTORS IN THE FEBRUARY 1, 2021 REGULAR MEETING OF THE BOARD OF DIRECTORS.

PLEDGE OF ALLEGIANCE

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

PMC'S VISION – Healing Families – Healing Communities®

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

APPROVAL OF AGENDA

Mr. Jordan asked for approval of the agenda in the packet as revised. Discussion ensued and the following motion was made by Mr. Cole, seconded by Dr. Galfo and approved (9 ayes, 0 nays, 0 abstentions).

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

RECOGNITIONS

Mr. Jordan recognized and thanked Mr. Cole for his years of service as Chairman of the Board. Mr. Jordan presented Mr. Cole with a plaque and gift card in recognition for his service. Mr. Cole thanked Mr. Jordan and the Board of Directors, sharing that it has been his pleasure to serve the Board as Chairman.

REVIEW AND APPROVAL OF MINUTES

Discussion ensued and the following motion was made by Mr. Cole, seconded by Dr. Galfo and approved (9 ayes, 0 nays, 0 abstentions).

ACTION TAKEN: MOTION TO APPROVE THE MINUTES OF THE DECEMBER 7, 2020 REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE NORTH BREVARD COUNTY HOSPITAL DISTRICT, AS PRESENTED.

OPEN FORUM FOR PMC PHYSICIANS

There were no physician comments.

PUBLIC COMMENTS

There were no public comments.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Discussion ensued and the following motion was made by Mr. Cole, seconded by Ms. Crooks, and approved (9 ayes, 0 nays, 0 abstentions).

ACTION TAKEN: MOTION TO RECOMMEND THE BOARD OF DIRECTORS APPROVE THE 2021 BOARD OF DIRECTOR'S COMMITTEE ROSTER, AS PRESENTED.

MEDICAL STAFF REPORT RECOMMENDATIONS/ANNOUNCEMENTS

Dr. Patel remarked the on call schedule should be even and fair for every medical staff member.

CONSENT AGENDA

Discussion ensued regarding the consent agenda, and the following motion was made by Mr. Cole, seconded by Ms. Crooks and approved (9 ayes, 0 nays, 0 abstentions).

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

A. Quality

1. **To recommend the Board of Directors to allow, due to an extraordinary circumstance related to Covid-19, Stan Retz to participate remotely and vote on committee matters in this February 1, 2021 meeting of the Quality Committee.**

B. Finance

1. Recommend to the Board of Directors to declare the equipment listed in the requests for Disposal of Obsolete or Surplus Property Forms as surplus and obsolete and dispose of same in accordance with FS274.05 and FS274.96
2. **To recommend the Board of Directors to allow, due to an extraordinary circumstance related to Covid-19, Stan Retz to participate remotely and vote on committee matters in this February 1, 2021 meeting of the Finance Committee.**

C. Executive

1. **To recommend the Board of Directors to allow, due to an extraordinary circumstance related to Covid-19, Stan Retz to participate remotely and vote on committee matters in this February 1, 2021 meeting of the Executive Committee.**

COMMITTEE REPORTS

Quality Committee

Dr. Galfo reported all items were covered during the meeting.

Finance Committee

Ms. Crooks reported all items were covered during the meeting.

Executive Committee

Mr. Jordan reported all items were covered during the meeting.

Educational, Governmental and Community Relations Committee

Ms. Fitzgerald reported all items were covered during the meeting.

Planning, Physical Facilities and Properties Committee

Mr. Jordan reported the Planning Physical Facilities and Properties Committee did not meet.

PROCESS AND QUALITY REPORT

No additional information was presented.

Hospital Attorney

Legal counsel had no report.

OTHER

Mr. Cole shared that the Fran Garrett Golf tournament supporting The Children's Center is occurring on April 16, 2021. Raffle Tickets are available.

CLOSING REMARKS

There were no closing remarks.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 4:51 p.m.

Robert L. Jordan, Jr., C.M.
Chairman

**NORTH BREVARD COUNTY HOSPITAL DISTRICT
OPERATING
PARRISH MEDICAL CENTER
MEDICAL EXECUTIVE COMMITTEE MEETING – REGULAR
March 16, 2021**

<p>Present: R. Patel, M. Storey, D. Barimo, P. Carmona, F. Dienst, R. Henry, C. Manion, A. Ochoa, J. Rojas, V. Williams, J. Zambos, G. Mikitarian, C. McAlpine, H. Cole, L. Thompson Absent: B. Mathews, G. Cuculino, C. Fernandez</p>
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The meeting of the Medical Executive Committee of the North Brevard County Hospital District operating Parrish Medical Center was called to order on March 16, 2021, at 5:30 p.m. in the Conference Center. A quorum was determined to be present.

CALL TO ORDER

Dr. Ramesh Patel, President, called the meeting to order at 5:30 p.m.

REVIEW AND APPROVAL OF MINUTES

The following motion was made by Dr. Ochoa, seconded by Dr. Rojas, and unanimously approved:

ACTION TAKEN: Motion to approve the previous meeting minutes (February 16, 2021) as written and distributed.

OLD BUSINESS

A. Alarm Management Policy

The following motion was made by Dr. Manion, seconded by Dr. Rojas, and unanimously approved:

ACTION TAKEN: Motion to approve Alarm Management Policy, 9500-2049 as presented.

B. Use and Management of Patient Restraints Policy

Discussion ensued and the following motion was made by Dr. Rojas, seconded by Dr. Manion, and unanimously approved:

ACTION TAKEN: Motion to approve Use and Management of Patient Restraints Policy, 9500 TJC as presented.

C. Patient/Family Education Policy

The following motion was made by Dr. Manion, seconded by Dr. Ochoa, and unanimously approved:

ACTION TAKEN: Motion to approve Patient/Family Education Policy, 9500 TJC as presented.

FOLLOW-UP MEC ITEMS

A. Peer Review Flow – Algorithm

MEDICAL EXECUTIVE COMMITTEE – REGULAR
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Discussion ensued. Dr. Zambos commented that patterns and trends need to be shared with all physicians. The data is important and the Committee indicated that departments should periodically receive physician specific graphs. The physician specific graphs would be those that had been reported out through MSRC in the past. Dr. Williams requested that surgical cases being reviewed also be sent to the Anesthesia. As the departments meet quarterly, if there are cases requiring review by the department in the interim, then the department can meet solely for the purpose of peer review at the call of the chairperson.

The following motion was made by Dr. Rojas, seconded by Dr. Barimo, and unanimously approved:

ACTION TAKEN: Motion to approve the Proposed by MEC Sub-committee Review Flow as presented.

NEW BUSINESS - None

INFORMATION/EDUCATION – None

REPORT FROM ADMINISTRATION-None.

REPORT FROM THE BOARD

A. Board Meeting Minutes – January 4, 2021

ACTION TAKEN: Noted by the Committee

B. Quality Committee Meeting Minutes – January 4, 2021

ACTION TAKEN: Noted by the Committee

CONSENT AGENDA:

A. Covid Treatment 9E3602) – This is for use by Intensivists only for the treatment of Covid-19. New order set.

B. ED Endocarditis Blood Cultures (E3598). New order set.

C. MSE SOB, Susepect HF 9E3416) Order for BMET changed to a CMET. No other changes.

D. MSE Lower abdominal Pain (E3410) Order for BMET changed to CMET. No other changes.

E. Hospice Admission (E200ac). Review by Dr. E. Galfo, numerous changes made at her request.

F. Discontinue EKOS (E3592) New order set.

G. Alteplase Lysis/EKOS (E1111ab). This is a modification of Alteplase Periph Lysis/EKOS. Peripheral has been removed from the title because it is not just for Peripheral Lysis. *This order set has been completely revised. So please review as if it is a NEW order set.*

The following motion was made by Dr. Carmona, seconded by Dr. Rojas, and unanimously approved:

ACTION TAKEN: Motion to approve the Consent Agenda as presented.

COMMITTEE REPORTS – None

CLINICAL DEPARTMENT REPORTS - None

OPEN FORUM

A. Dr. Carmona would like a conference line for the meeting for those unable to attend in person.

ACTION TAKEN: Noted by Committee.

B. Dr. Barimo advised that a Pediatric APRN will continue to be onsite supporting the pediatric hospitalists. He posed the following question: Is the pediatric APRN's supervising physician required to be physically present onsite at the time of a pediatric inpatient admission? Discussion ensued and the following guidance was issued:

1. The supervising physician must be onsite if the pediatric inpatient admission is emergent and must see the patient as soon as possible; and
2. The supervising physician does not need to be onsite for a non-emergent pediatric admission and may supervise the APRN remotely; and
3. The supervising physician must see the patient at least once during the pediatric admission.

ACTION TAKEN: Noted by Committee.

ADJOURNMENT

There being no further business, the meeting adjourned to the executive session at 6:13 p.m.

Ramesh Patel, MD
President/Medical Staff

Christopher Manion, MD
Secretary - Treasurer