



MEMORANDUM

To: Board of Directors

Cc: Bill Boyles, Esquire
Biju Mathews, M.D.

From: George Mikitarian
President/CEO

Subject: Board/Committee Meetings – February 7, 2022

Date: February 3, 2022

The Audit Committees will meet at 10:30 a.m. in the first floor 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)
Jerry Noffel
Herman Cole, Jr.
Elizabeth Galfo, M.D.
Billy Specht

TENTATIVE AGENDA
AUDIT COMMITTEE
NORTH BREVARD COUNTY HOSPITAL DISTRICT
OPERATING
PARRISH MEDICAL CENTER
FEBRUARY 07, 2022 10:30 A.M.
FIRST FLOOR CONFERENCE ROOM 2/3/4/5

Call to Order

- I. Review and approval of minutes (November 1, 2021)
Motion: To recommend approval of the November 01, 2021 minutes as presented.
- II. Corporate Compliance Update – Mr. Jackson
- III. 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 November 1, 2021 at 11:00 a.m. in the Executive Conference Room. The following members were present:

Stan Retz, Chairperson
Robert Jordan, Jr., C.M.
Peggy Crooks
Jerry Noffel (absent)

Other Attendees:

Kent Bailey, Vice President Finance and Chief Financial Officer
Anual Jackson, Director, Corporate Compliance, Chief Compliance and Audit Officer
Farlen Halikman, MSL
Jeff Goolsby, MSL
Nate Davenport, MSL
Charlena Kowatch, Director Finance
Pamela Perez, Administrative Assistant

Call to Order

Mr. Retz called the meeting to order at 11:03 a.m.

Review and Approval of Minutes

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

Action Taken: Motion to approve the minutes of the April 05, 2021 meeting as presented.

Public Comment

No public comment

FY21 Audit Plan

Jeff Goolsby, MSL, gave an overview of the areas of the audit, timeline for the audit and scope of work. Mr. Goolsby noted that the Federal Grant Audit will be a stand-alone audit. The PPP Funding and Forgiveness is exempt from federal audit requirements. This year the GASB 84 will be implemented and will be adopting GASB 87 for FY 2022. Onsite work for the audit will begin the week of November 8, 2021.

**AUDIT COMMITTEE
NOVEMBER 1, 2021**

Corporate Compliance Update

Mr. Jackson informed the committee that there are two compliance internal reviews on the Board approved 2021 Compliance Audit Services Work Plan being performed at this time. One is the hospital coding compliance to test the internal coding compliance and for the Audit Committee's information, the other compliance internal review is PMG current physicians and nonphysician practitioners' coding compliance review. External coding compliance consultants will assist with the reviews.

The Office for Civil Rights has notified PMC of a complaint regarding visitation rights under OCR's review. PMC has submitted to OCR data requested by the OCR. The Audit Committee will be updated when results of the review are distributed by OCR to PMC

In regards to the Compliance Hot Line, there were 50 reported compliance concerns calls during FY 2021 with a majority of the call being related to HIPAA Privacy

Adjournment

There being no further business, the meeting adjourned at 11:56 a.m.

Stan Retz, Chairperson

QUALITY COMMITTEE

Elizabeth Galfo, M.D.

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

Billy Specht

Billie Fitzgerald

Herman A. Cole, Jr.

Jerry Noffel

Stan Retz, CPA

Maureen Rupe

Ashok Shah, M.D.

Biju Mathews, M.D., President/Medical Staff

Greg Cuculino, M.D.

Kiran Modi, M.D., Designee

TBD, M.D., Designee

Christopher Manion, M.D., Designee

George Mikitarian (non-voting)

**NORTH BREVARD COUNTY HOSPITAL DISTRICT
OPERATING
PARRISH MEDICAL CENTER
QUALITY COMMITTEE
MONDAY, FEBRUARY 7, 2022
12:00 P.M.
FIRST FLOOR, CONFERENCE ROOM 2/3/4/5**

CALL TO ORDER

I. Election of Chairperson & Vice Chairperson

II. Approval of Minutes

Motion to approve the minutes of the December 6, 2021 meeting.

III. Vision Statement

IV. My Story

V. Dashboard

VI. Post-acute COVID recovery transition program – impact on readmission

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 December 6, 2021 in Conference Room 2/3/4/5, First Floor. The following members were present.

Elizabeth Galfo, M.D., Chairperson
Maureen Rupe, Vice Chairperson
Billie Fitzgerald (12:13 p.m.)
Robert L. Jordan, Jr., C.M.
Peggy Crooks
Jerry Noffel (12:14 p.m.)
Stan Retz, CPA
Ashok Shah, M.D.
Gregory Cuculino M.D.
Christopher Manion, M.D.
Ramesh Patel, M.D., President/Medical Staff (12:14 p.m.)
George Mikitarian (non-voting)

Members absent:
Herman A. Cole, Jr. (excused)
Jeram Chapla, M.D. (excused)
Kiran Modi, M.D. (excused)

CALL TO ORDER

Dr. Galfo called the meeting to order at 12:08 p.m.

REVIEW AND APPROVAL OF MINUTES

Discussion ensued and the following motion was made by Mr. Jordan, seconded by Dr. Shah and approved (8 ayes, 0 nays, 0 abstentions). Ms. Fitzgerald, Mr. Noffel and Dr. Patel were not present at the time the vote was taken.

ACTION TAKEN: MOVED TO APPROVE THE OCTOBER 4, 2021 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 a letter written by Kristina Weaver. Ms. Weaver shared the passionate and healing work she witnessed from PMC care partners caring for her grandfather.

QUALITY DASHBOARD REVIEW

Mr. Loftin reviewed the October Quality Dashboard and discussed each indicator score as it relates to clinical quality and cost. Mr. Loftin noted he is unable to include zero harm data due to incomplete physician records. Copies of the Power Point slides presented are appended to the file copy of these minutes.

WHERE WE WERE, WHERE WE ARE, WHERE WE WILL BE – A FOCUSED REVIEW

Mr. Loftin summarized the standardized infection rates for MRSA, C-Diff, CLABSI, CAUTI and pressure injuries for a period of 18-24 months. Mr. Loftin also reviewed the LeapFrog safety score opportunities.

DOCUMENTATION FOR PUBLIC REPORTING

Mr. Loftin shared that delay in completion of documentation by physicians has an impact on Quality and Finance reporting. There are 488 deficiencies across 39 providers, noting 66% relate to one physician.

Dr. Patel stated he has spoken with this physician and feels he will be caught up in one weeks' time.

Mr. Loftin noted this will be brought back for review and update in January.

OTHER

There was no other business brought before the committee.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 12:45 p.m.

Elizabeth Galfo, M.D.
Chairperson



BOARD OF DIRECTORS
QUALITY COMMITTEE PRESENTATION

Healing Families – Healing Communities®

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February 2022 Quality Agenda

1. Approval of Minutes
2. Vision Statement
3. My Story
4. Dashboard
5. Post acute COVID recovery care transition program- impact on readmission
6. Other
7. Executive Session

Quality Committee Vision Statement

“Assure affordable access to safe, high quality patient care to the communities we serve.”

My Story



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Performance Dashboard

Description	Dec	Oct-Dec	Actual YTD (CY)	Opportunity
Zero Harm Nov/Sept-Nov	67	56	48	<p>*Nov* 2 out of 3 = 67%</p> <p>Stroke Goal: 100% Actual 100%</p> <p>Sepsis Goal: 76% Actual 63%</p> <p>EED Goal 0% Actual 0%</p>
HAI	0.00	3.31	2.28	
Readmission	8.41%	8.23%	8.18%	
Person Centered Flow	360	346	423	
Person Experience	65.8%	63%	62.5%	

Better than expected

As expected

Needs Improvement



COVID Post Acute Program

Healing Families – Healing Communities®

parrishmed.com

Post acute COVID recovery care transition program

- COVID Care Plan
- Respiratory Navigator
- Parrish Home Health
- SCHC and PMG virtual post acute hospital follow up
- Remote patient monitoring and/or pulse oximeters at discharge

COVID-19: What to do if you get sick?

ALL CLEAR

- ✓ No shortness of breath
- ✓ No cough
- ✓ No sore throat
- ✓ No runny/stuffy nose
- ✓ No loss of taste or smell
- ✓ No muscle pain
- ✓ No headache
- ✓ No chills or shaking chills
- ✓ Temperature by mouth is 98.6° or lower

Doing Great!

- Continue to self-monitor
- Wash your hands often using soap and hot water for 20 seconds
- Do not touch your face
- Stay at home, use home delivery for necessities, if possible
- Do not share personal household items
- Avoid close contact with others
- Clean and disinfect frequently touched surfaces
- Make sure you have all your prescriptions (30-90 days' worth, if possible)

WARNING

If you have any of the following:

- ✓ Shortness of breath
- ✓ Cough
- ✓ Sore throat
- ✓ Runny/stuffy nose
- ✓ Loss of taste or smell
- ✓ Muscle pain
- ✓ Headache
- ✓ Chills or shaking chills
- ✓ Temperature by mouth is between 99° and 100.4°
- ✓ Oxygen levels >94%

Act Today!

- Continue to self-monitor and do all the steps above
- Call your healthcare provider. They may recommend:
 - Taking medications, like acetaminophen or ibuprofen, to reduce fever, cough medicines, zinc, and vitamin C.
 - Drinking water or receiving intravenous fluids to stay hydrated.
- Monitor your temperature and oxygen levels if you have a pulse oximeter
- Get plenty of rest to help the body fight the virus.

EMERGENCY

- ✓ Difficulty breathing
- ✓ Confusion or inability to arouse
- ✓ Bluish lips
- ✓ Severe cough
- ✓ Severe chest pain
- ✓ Temperature by mouth is 100.4° or higher
- ✓ Oxygen levels <94%

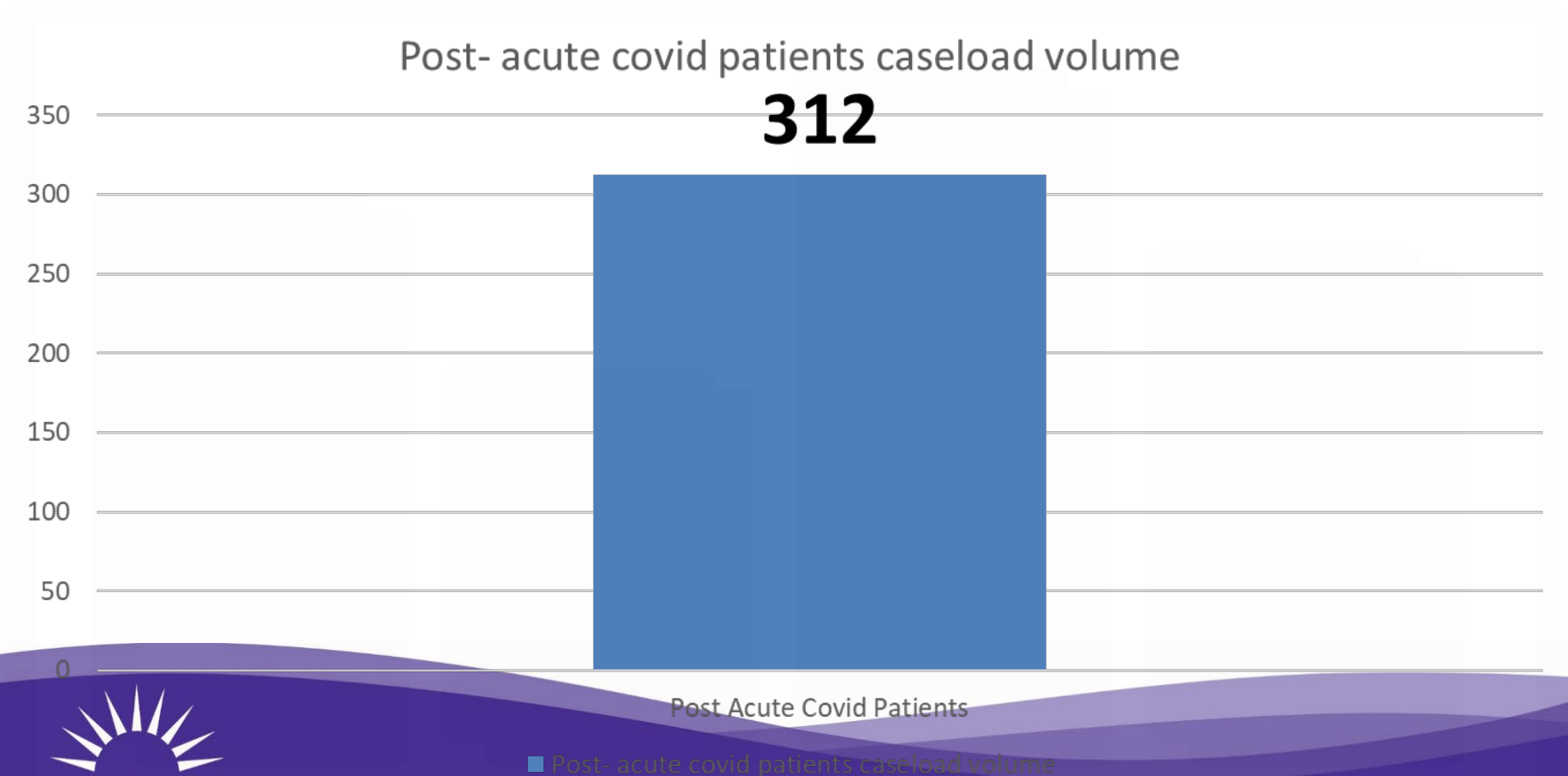
Act Now!

- You need to be seen right away.
- Call your doctor
- Or call 911 if you are experiencing a medical emergency. Inform the 911 operator that you may have COVID-19
- Strictly maintain all the previous precautions

If you need a physician but due to Covid-19 they cannot accommodate you, please call the Virtual Covid clinic: Space Coast Health Clinic (321) 268-6836

Post acute COVID patients served

Aug 2021- January 27th 2022



COVID-19 is a complex illness that **might require ongoing clinical care** even after being discharged from the hospital

1 in 11

patients hospitalized for COVID-19 were readmitted to the same hospital within 2 months

Premier Healthcare Database includes data from 865 nongovernmental, community, and teaching hospitals that contributed data during the study period

Patients who were readmitted were more likely to:



Be 65 years of age or older



Have a chronic medical condition



Have been hospitalized within the 3 months preceding the first COVID-19 hospitalization



Have been discharged to a skilled nursing facility or with home health care

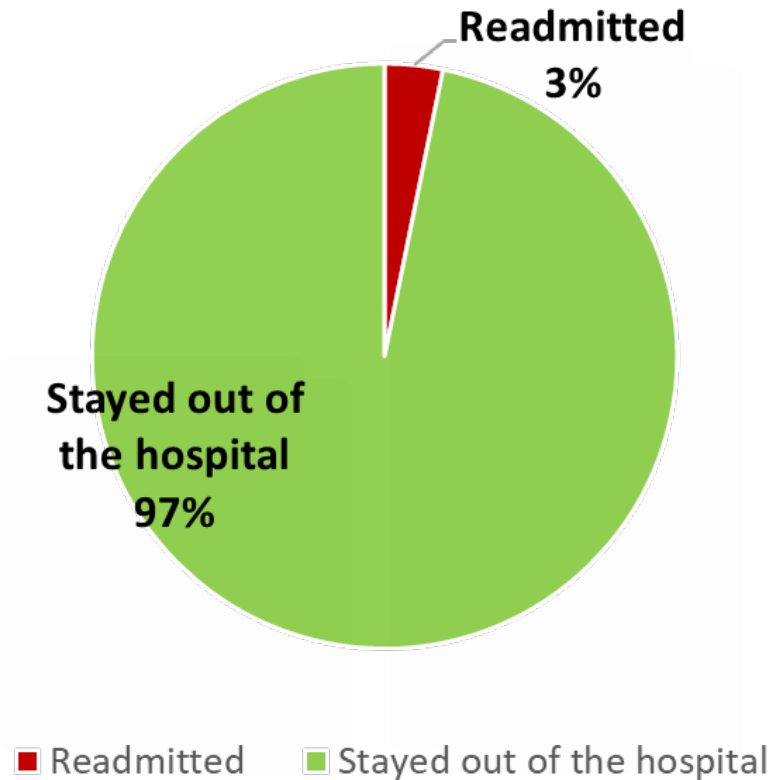
[CDC.GOV](https://www.cdc.gov)

bit.ly/MMWR11920

MMWR

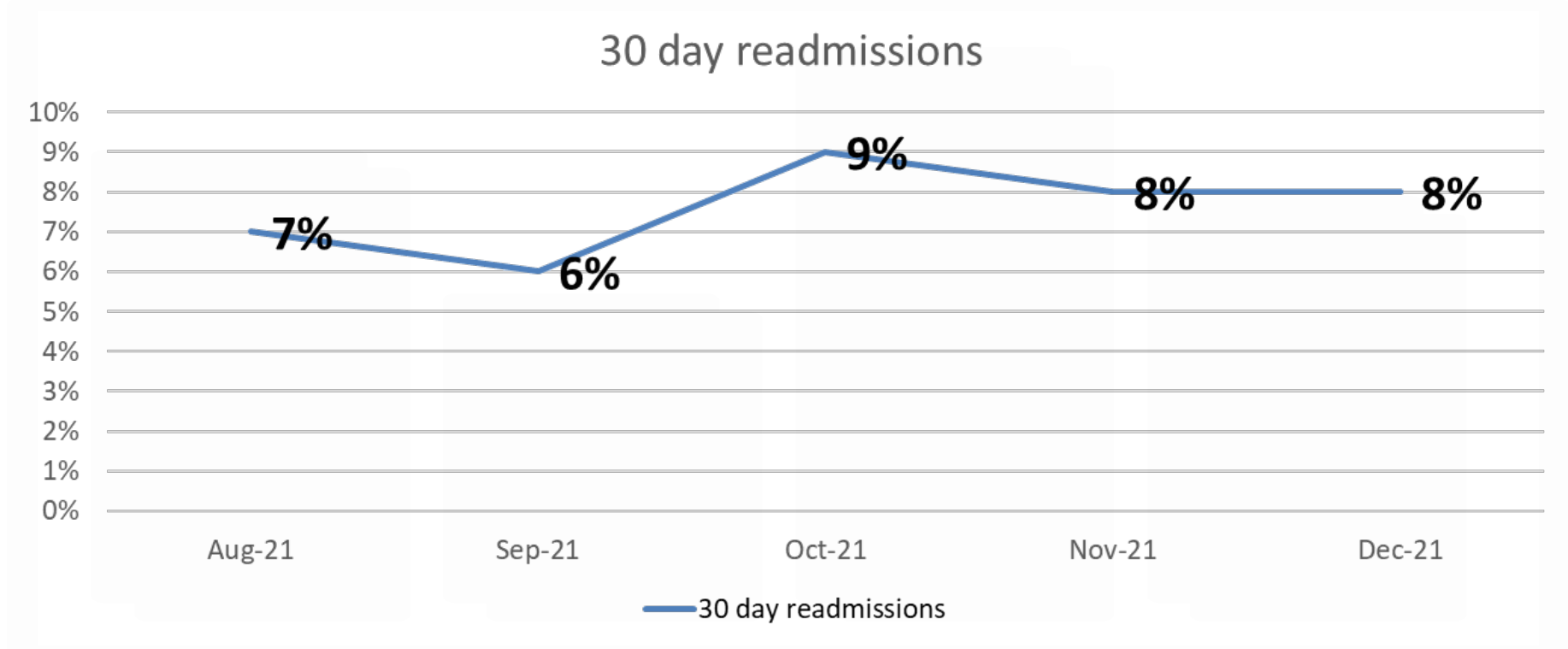
Post acute COVID care transitions

Readmissions for patients enrolled into the program



Hospital Wide All Cause Readmissions

Aug 2021- Dec 2021 (Jan pending)



Total Enrollment

300
Care Manager Selected

83.55
Avg per Care Manager

Total Identified

199
Care Manager Selected

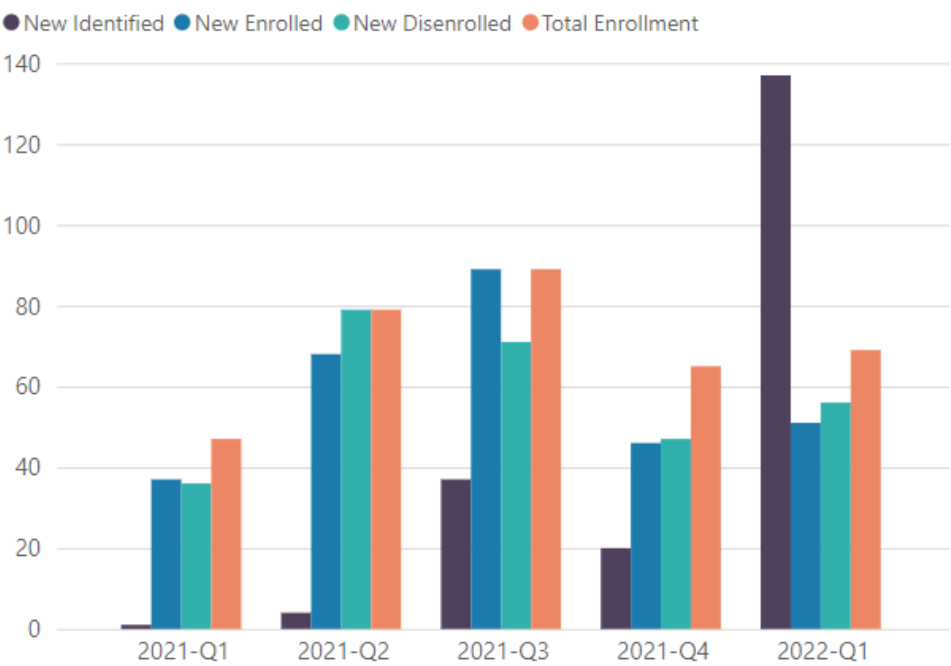
35.50
Avg per Care Manager

Avg Prospective MARA Risk

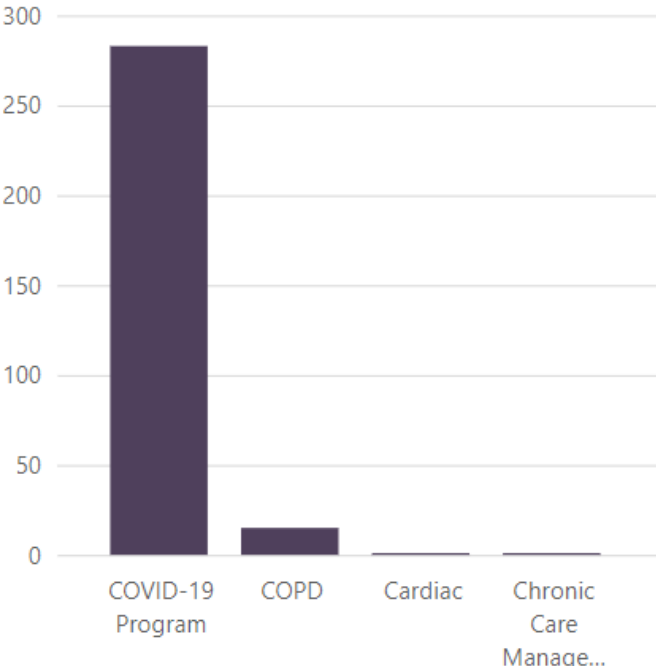
0.76
Care Manager Selected

0.96
Avg per Care Manager

Enrollment Trends



Enrolled Patients by Program



38.46%

Enrolled w/o Future Event

90.33%

Enrolled w/ Event Completed

17.33%

Enrolled w/ Event Overdue

75%

Enrolled w/ Assessment Completed

96%

Enrolled w/ Goal or Task Added

Last refreshed on 01/27/2022

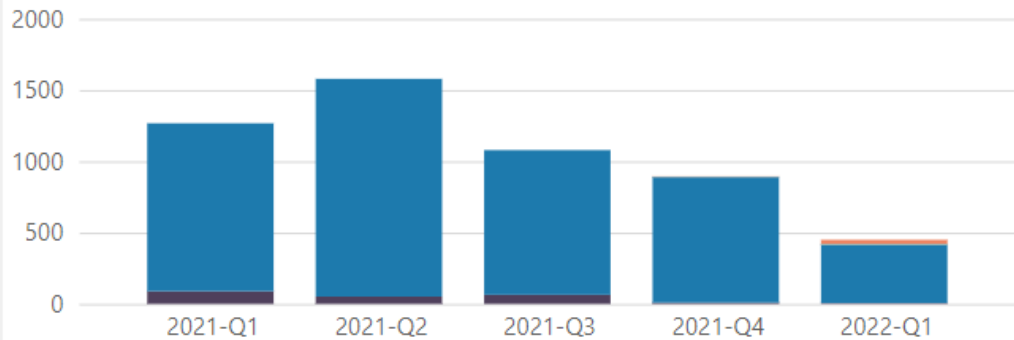


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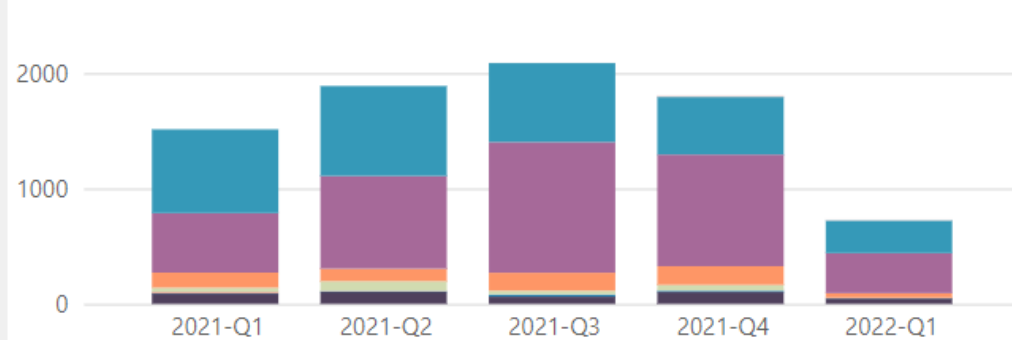
Scheduled Events by Status

● Canceled ● Complete ● InProgress ● Unknown



Completed Events by Event Type

● Care act... ● Care tea... ● Commu... ● Email ● Home vi... ● In-perso... ● Office vi... ● Perform... ▶

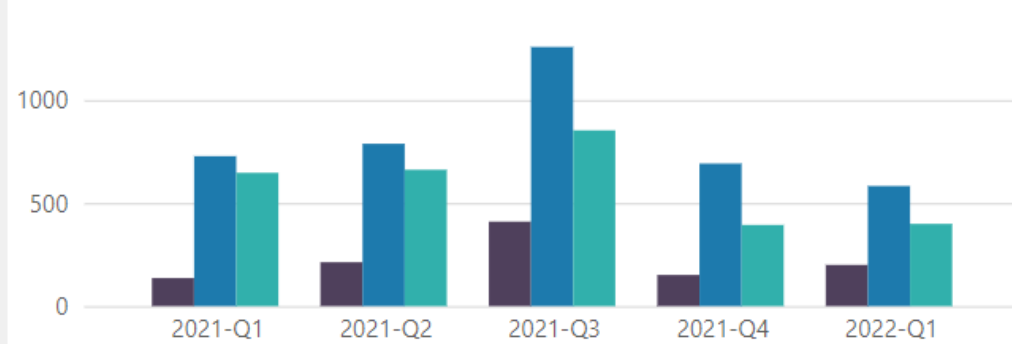


Assessments Completed by Name

Name	Assessments
Post-Discharge Transition Assessment	545
PMC Healthcare Literacy	310
Heart Rate Assessment	287
Oxygen Level Assessment	286
COVID-19 Ongoing Assessment	277
Temperature Assessment	260
Medication Review	257
PMC Medication Review	160
Blood Pressure Assessment	138
Total	3768

Goal and Actions Succeeded

● Goal ● Nurse Action ● Patient Action

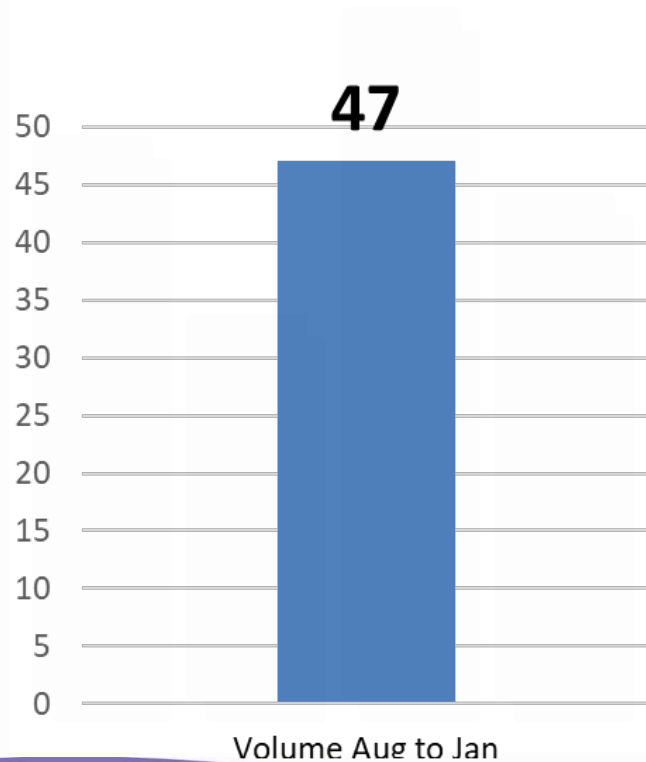


Last refreshed on 01/27/2022

Parrish Home Health Partnership

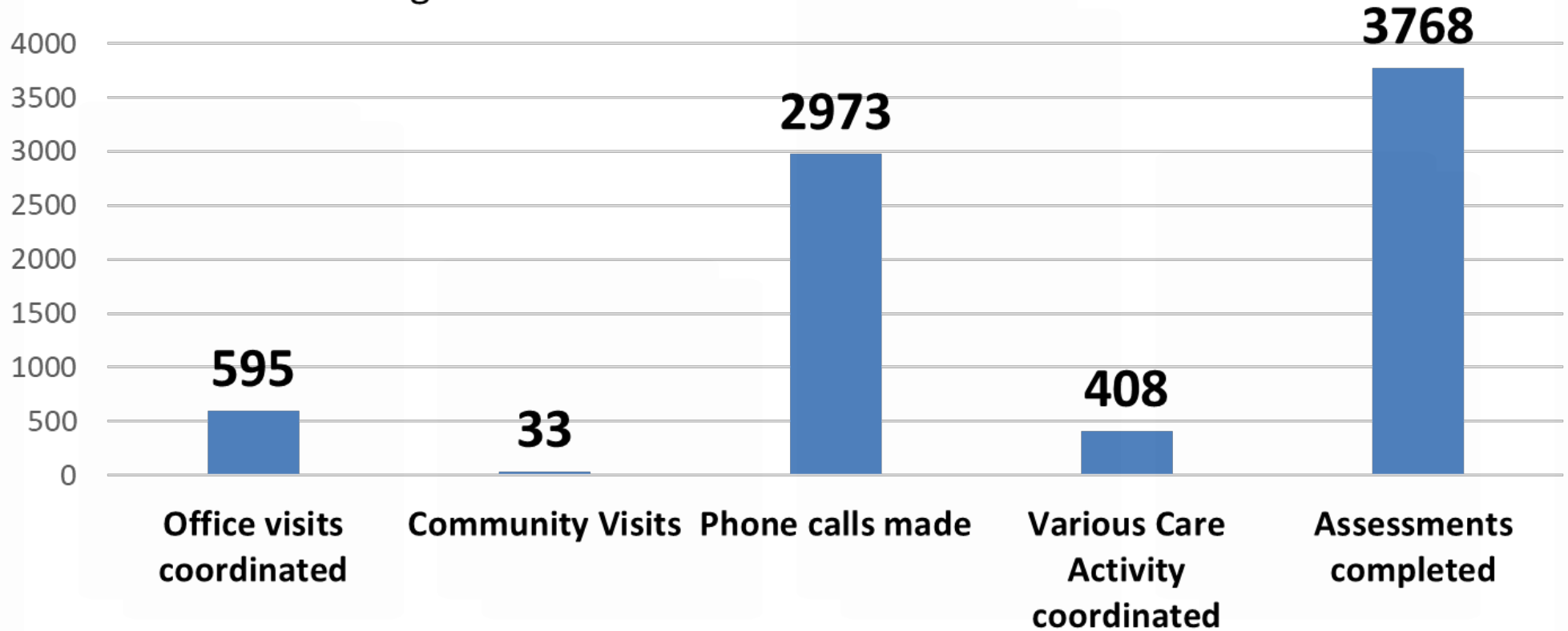
Remote Patient Monitoring

Patients Served Aug 2021- Jan 27th 2021



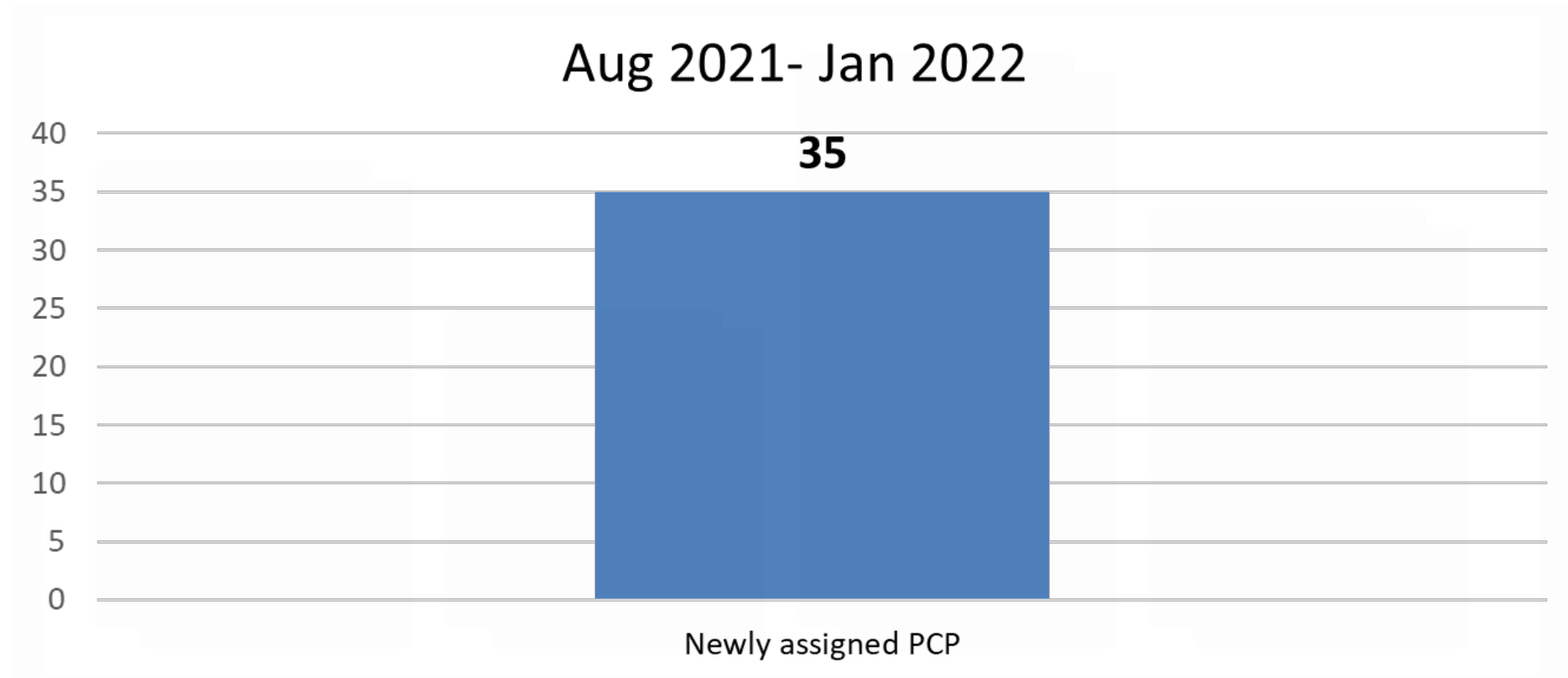
Coordination of Care Activities

Aug 2021- Current coordination of care activities



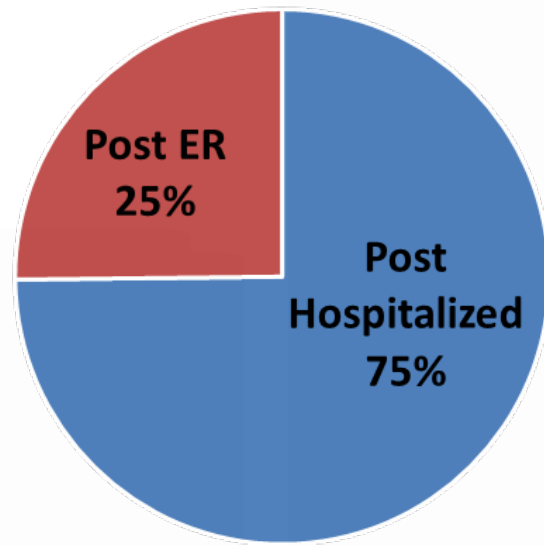
Access to Care

Primary Care Newly Assigned



Post ER non-admitted patient and Post hospitalized patient caseload

Post Acute ER Vs Post Acute Hospital caseload



■ Post Hospitalized ■ Post ER

Questions?

FINANCE COMMITTEE

Herman A. Cole, Jr. Chairperson
Stan Retz, CPA, Vice Chairperson
Robert L. Jordan, Jr., C.M., (ex-officio)
Jerry Noffel
Billie Fitzgerald
Billy Specht
Maureen Rupe
Elizabeth Galfo, M.D.
Christopher Manion, M.D.
Biju Mathews, M.D., President/Medical Staff
George Mikitarian, President/CEO (non-voting)

**TENTATIVE AGENDA
FINANCE COMMITTEE MEETING - REGULAR
NORTH BREVARD COUNTY HOSPITAL DISTRICT
OPERATING
PARRISH MEDICAL CENTER
MONDAY, FEBRUARY 07, 2022
FIRST FLOOR CONFERENCE ROOMS 2/3/4/5
(IMMEDIATELY FOLLOWING QUALITY COMMITTEE)**

CALL TO ORDER

I. Election of Vice Chairperson

II. Public Comments

III. Review and approve minutes of (December 06, 2021)

Motion: To recommend approval of the December 06, 2021 minutes as presented.

IV. Laboratory Equipment Replacement Site Preparation Construction Project

Motion: To recommend to the Board of Directors to approve the project cost of \$188,043.00 with an amendment to the FY 2022 Capital Budget to include the project.

V. Architectural and Engineering Design Services

Motion: To recommend to the Board of Directors to approve negotiations with FCA for Architectural and Engineering Design Services at a not to exceed cost per engagement of \$90,000.00. Should negotiations fail with FCA, negotiations will be approved with the next firm based on the RFQ evaluations and scoring.

VI. Financial Review

VII. 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.

VIII. 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 December 6, 2021 in Conference Room 2/3/4/5, First Floor. The following members, representing a quorum, were present:

Peggy Crooks, Chairperson
Stan Retz, Vice Chairperson
Robert Jordan, Jr., C.M.
Jerry Noffel
Christopher Manion, M.D.
Ramesh Patel, M.D.
George Mikitarian (non-voting)

Member(s) Absent:

Herman A. Cole, Jr. (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 12:47 p.m.

REVIEW AND APPROVAL OF MINUTES

Discussion ensued and the following motion was made by Mr. Jordan seconded by Mr. Retz and approved (6 ayes, 0 nays, 0 abstentions).

ACTION TAKEN: MOVED THAT THE FINANCE COMMITTEE OF THE BOARD OF DIRECTORS APPROVE THE OCTOBER 4, 2021 MEETING MINUTES, AS PRESENTED.

PUBLIC COMMENTS

There were no public comments.

APPOINTMENT OF NEW PENSION COMMITTEE MEMBER

Discussion ensued regarding the vacancy on the Pension Committee and the following motion was made by Mr. Jordan seconded by Mr. Retz and approved (6 ayes, 0 nays, 0 abstentions).

ACTION TAKEN: MOVED THAT THE FINANCE COMMITTEE OF THE BOARD OF DIRECTORS APPROVE THE APPOINTMENT OF MR. CASEY CROUCH TO THE PENSION ADMINISTRATIVE COMMITTEE FOR A TWO-YEAR TERM BEGINNING DECEMBER 6, 2021 THROUGH DECEMBER 5, 2023.

ANDERSON FINANCIAL UPDATE

Mr. Tim Anderson presented a brief market update, discussed the Operating Fund year-to-date and historical performance and the Pension Fund year-to-date and historical performance, and noted individual manager performance within the funds.

FINANCIAL REVIEW

Mr. Bailey summarized the October 2021 financial statements and year to date financial performance of the Health System.

OTHER

There was no other business to come before the committee.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 1:11 p.m.

Peggy Crooks
Chairperson

MEMORANDUM

TO: Finance Committee

FROM: Cynthia Kuehn, BS, MLS MT(ASCP), Director, Laboratory
Alan Jeff Riley, Director, Facilities

SUBJECT: Laboratory Equipment Replacement Site Preparation Construction Project

DATE: February 7, 2022

Summary

This construction and site preparation project will provide the infrastructure needed for the Lab equipment changeout, which will feature new, advanced technologies to improve the care PMC offers to our community. This construction phase will add power, data connectivity to support the new equipment.

The new Core Laboratory equipment replaces 12-year-old instrumentation. The state-of-the-art automation will incorporate additional instruments on the automation line, expanding specimen throughput and testing efficiency. Additional power and data feeds are needed for simultaneous operation of both new and current equipment, maintaining patient care during installation, set-up, testing, and validation and to support the laboratory automation equipment.

Construction Quotes and Timing

Four Quotes were obtained for the projects from four general contractors. The four responses were evaluated using both cost and various qualitative factors. The contractor chosen scored the highest in this evaluation. The total estimated cost for this project, including a 10% contingency, and applicable permits and fees is \$188,043.00. The total duration for this project will be approximately six months.

This project was not included in the FY 2022 Capital Budget.

Respectfully request approval from the North Brevard Hospital District Finance Committee and Board of Directors for the project cost of \$188,043.00, with an amendment to the FY 2022 Capital Budget to include the project. The funding source for the project will be working capital.

MEMORANDUM

TO: Board of Directors
FROM: Edwin Loftin
SUBJECT: Architectural and Engineering Design Services
DATE: February 7, 2022

Summary

To meet 287.055 Florida Statute requirements necessary to acquire Architectural and Engineering Design Services for Parrish Healthcare, our team has solicited qualifications from Architectural and Engineering firms to provide professional services. In the past, such need was fulfilled by our in-house architect that was previously staffed by Sodexo/Marriott. To fulfil the solicitation requirements, we sent an RFQ (Request for Qualifications), and received five responses. The qualifications were carefully reviewed and scored, and a firm was selected.

Approval from the North Brevard Hospital District Finance Committee and Board of Directors is requested to allow *the negotiations with FCA for Architectural and Engineering Design Services at a not to exceed cost per engagement of \$90,000.00. Should negotiations fail with FCA, negotiations will be approved with the next firm based on the RFQ evaluations and scoring.*

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. #
Parks Blood flow Doppler	KN019878	09/25/1998	661.50	PMC00272	Unit is obsolete and end of life.	- 0 -	1.342 ICU

Requesting Department - FCU Department Director Matt Ayers 9/24/21
 Net Book Value (Finance) A. Francis 9/30/21 EMC Member Edna [Signature] 9.29.21
 Sr. VP Finance/CFO _____ President/CEO _____
 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 _____

[Signature] 1/24/2022

CREATED BY USER: FRANZAL

FROM FACILITY: SYSTEM FROM ASSET NUMBER: KN019878 FROM ASSET CLASS: BEGINNING FROM DEPARTMENT: BEGINNING
 THRU FACILITY: SYSTEM THRU ASSET NUMBER: KN019878 THRU ASSET CLASS: END THRU DEPARTMENT: END

FROM STATUS DATE: BEGINNING FROM ACQUIRED DATE: BEGINNING FROM RETIRE DATE: BEGINNING FROM RETIRE TYPE: BEGINNING
 THRU STATUS DATE: END THRU ACQUIRED DATE: END THRU RETIRE DATE: END THRU RETIRE TYPE: END

FROM RETIRE TYPE DATE:
 THRU RETIRE TYPE DATE:

FACILITY: SYSTEM
 DEPARTMENT: 1.342 1 ICU 2ND

NUMBER	DESCRIPTION	LIFE	STATUS	STS DATE	ACQ DATE	RET DATE	COST	BOOK
CLASS: MEQ-HOSP MOVEABLE EQUIP - HOSPITAL								
KN019878	DOPPLER - BLOOD FLOW, 811-B W/BATTERY TRANSFORM		ACTIVE	11/03/99	09/25/98		661.50	0.00
							-----	-----
							661.50	0.00
TOTAL FOR DEPARTMENT:							661.50	0.00

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. #
Servo-I ventilator	KN024982	10/9/2002	28,918.50	PMC02607	Units are not functional and no longer supported, end of life.	- 0 -	1.461 Respiratory
Servo-I ventilator	KN024981	10/9/2002	28,918.50	PMC00308		- 0 -	1.461

Requesting Department - Respiratory Department Director *Martin C. [Signature]* 10/26/21
 Net Book Value (Finance) *A. Francis 11/1/21* EMC Member *[Signature]* 10.28.21
 Sr. VP Finance/CFO _____ President/CEO _____
 Board Approval: (Date) _____ CFO Signature *[Signature]*
 Requestor Notified Finance _____
 Asset Disposed of or Donated _____
 Removed from Asset List (Finance) _____
 Requested Public Entity for Donation _____
 Entity Contact _____
 Telephone _____

[Signature] 1/24/2022

CREATED BY USER: FRANZAI

FROM FACILITY: SYSTEM FROM ASSET NUMBER: KN024981 FROM ASSET CLASS: BEGINNING FROM DEPARTMENT: BEGINNING
 THRU FACILITY: SYSTEM THRU ASSET NUMBER: KN024982 THRU ASSET CLASS: END THRU DEPARTMENT: END

FROM STATUS DATE: BEGINNING FROM ACQUIRED DATE: BEGINNING FROM RETIRE DATE: BEGINNING FROM RETIRE TYPE: BEGINNING FROM RETIRE TYPE DATE:
 THRU STATUS DATE: END THRU ACQUIRED DATE: END THRU RETIRE DATE: END THRU RETIRE TYPE: END THRU RETIRE TYPE DATE:

FACILITY: SYSTEM
 DEPARTMENT: 1.461 1 RESPIRATORY

NUMBER	DESCRIPTION	LIFE	STATUS	STS DATE	ACQ DATE	RET DATE	COST	BOOK
CLASS: MEQ-HOSP MOVEABLE EQUIP - HOSPITAL								
KN024981	VENTILATOR - ADULT SERVO i (CE#00105)		ACTIVE	11/08/02	10/14/02		28918.50	0.00
KN024982	VENTILATOR - ADULT SERVO i (CE#00111)		ACTIVE	11/08/02	10/14/02		28918.50	0.00
							-----	-----
							57837.00	0.00
TOTAL FOR DEPARTMENT:							57837.00	0.00

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	CE #	Reason for Disposal	Net Book Value (provided by Finance Dept)	Dept.
Double Convection Oven	KN029421	12/16/09	\$7,050.02	---	Unrepairable	0	1.651

TOTAL BOOK VALUE \$0.00 11-23-21

Requesting Department: Food & Nutrition

Net Book Value (Finance) A. Francy 11/30/21

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 _____

Department Director: Ronald Smith 11-23-21

EMC Member: [Signature] 11-23-21

President/CEO: [Signature]

[Signature] 11/24/2022

CREATED BY USER: FRANZAL

FROM FACILITY: SYSTEM
 THRU FACILITY: SYSTEM

FROM ASSET NUMBER: KN029421
 THRU ASSET NUMBER: KN029421

FROM ASSET CLASS: BEGINNING
 THRU ASSET CLASS: END

FROM DEPARTMENT: BEGINNING
 THRU DEPARTMENT: END

FROM STATUS DATE: BEGINNING
 THRU STATUS DATE: END

FROM ACQUIRED DATE: BEGINNING
 THRU ACQUIRED DATE: END

FROM RETIRE DATE: BEGINNING
 THRU RETIRE DATE: END

FROM RETIRE TYPE: BEGINNING
 THRU RETIRE TYPE: END

FROM RETIRE TYPE DATE:
 THRU RETIRE TYPE DATE:

FACILITY: SYSTEM
 CLASS: MEQ-HOSP MOVEABLE EQUIP - HOSPITAL

NUMBER	DESCRIPTION	LIFE	STATUS	STS DATE	ACQ DATE	RET DATE	COST	BOOK
DEPARTMENT: 1.651		1 FOOD & NUTRITION						
KN029421	CONVECTION OVEN (VULCAN)		ACTIVE	01/08/10	12/16/09		7050.02	0.00
							7050.02	0.00
TOTAL FOR CLASS:							7050.02	0.00

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	CE #	Reason for Disposal	Net Book Value (provided by Finance Dept)	Dept.
MICROFILM SCANNER - CANON MS400	KN021157	05/09/00	14,980.88		obsolete, no longer used	-0-	HIM

TOTAL BOOK VALUE \$0.00

Requesting Department: Health Information Management

Net Book Value (Finance) D. Francis 1/24/22

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 _____

Department Director Laura Kattal 1-19-22

EMC Member Steve Jay 1.19.22

President/CEO [Signature]

Daniel K 1/24/2022

CREATED BY USER: FRANZAL

FROM FACILITY: SYSTEM FROM ASSET NUMBER: KN021157 FROM ASSET CLASS: BEGINNING FROM DEPARTMENT: BEGINNING
 THRU FACILITY: SYSTEM THRU ASSET NUMBER: KN021157 THRU ASSET CLASS: END THRU DEPARTMENT: END

FROM STATUS DATE: BEGINNING FROM ACQUIRED DATE: BEGINNING FROM RETIRE DATE: BEGINNING FROM RETIRE TYPE: BEGINNING FROM RETIRE TYPE DATE:
 THRU STATUS DATE: END THRU ACQUIRED DATE: END THRU RETIRE DATE: END THRU RETIRE TYPE: END THRU RETIRE TYPE DATE:

FACILITY: SYSTEM
 DEPARTMENT: 1.717 1 HEALTH INFO MANAGEMENT

NUMBER	DESCRIPTION	LIFE	STATUS	STS DATE	ACQ DATE	RET DATE	COST	BOOK
CLASS: MEQ-HOSP	MOVEABLE EQUIP - HOSPITAL							
KN021157	MICROFILM SCANNER - CANON MS400		ACTIVE	06/09/00	05/09/00		14980.88	0.00
							----- 14980.88	----- 0.00
TOTAL FOR DEPARTMENT:							14980.88	0.00

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. #
UNICEL DXH 800 Hematology system	KN029576	6/2/2010	111,000	PMC01938	Unit is no longer in service. Replaced with new DXH systems. PMC04515, Sn BE36433 and PMC04516, Sn BE36430.	-0-	1.404 Lab, Chemistry
DXH 800 Interface Hematology system	KN029594	5/6/2010	3,000	None		-0-	
UNICEL DXH 800 Hematology system	KN030479	1/4/2018	9,000	PMC01941		-0-	
<i>NOTE: Request transfer title to Beckman; part of new equipment purchase - trade in old equipment OKed</i>							

Requesting Department - Clinical Laboratory Department Director Stephanie Kunk
 Net Book Value (Finance) W. Franey 1/24/22 EMC Member [Signature]
 Sr. VP Finance/CFO _____ President/CEO _____
 Board Approval: (Date) _____ CFO Signature [Signature]
 Requestor Notified Finance _____
 Asset Disposed of or Donated _____
 Removed from Asset List (Finance) _____
 Requested Public Entity for Donation _____
 Entity Contact _____
 Telephone _____

James B 1/24/2022

CREATED BY USER: FRANZAL

FROM FACILITY: SYSTEM FROM ASSET NUMBER: KN029576 FROM ASSET CLASS: BEGINNING FROM DEPARTMENT: BEGINNING
 THRU FACILITY: SYSTEM THRU ASSET NUMBER: KN029576 THRU ASSET CLASS: END THRU DEPARTMENT: END

FROM STATUS DATE: BEGINNING FROM ACQUIRED DATE: BEGINNING FROM RETIRE DATE: BEGINNING FROM RETIRE TYPE: BEGINNING FROM RETIRE TYPE DATE:
 THRU STATUS DATE: END THRU ACQUIRED DATE: END THRU RETIRE DATE: END THRU RETIRE TYPE: END THRU RETIRE TYPE DATE:

FACILITY: SYSTEM
 DEPARTMENT: 1.401 1 LAB

NUMBER	DESCRIPTION	LIFE	STATUS	STS DATE	ACQ DATE	RET DATE	COST	BOOK
CLASS: MEQ-HOSP	MOVEABLE EQUIP - HOSPITAL							
KN029576	UNICEL DXH 800 HEMATOLOGY SYSTEM (CE#05185)		ACTIVE	06/02/10	05/05/10		111000.00	0.00
							----- 111000.00	----- 0.00
TOTAL FOR DEPARTMENT:							111000.00	0.00

CREATED BY USER: FRANZAL

FROM FACILITY: SYSTEM FROM ASSET NUMBER: KN029594 FROM ASSET CLASS: BEGINNING FROM DEPARTMENT: BEGINNING
 THRU FACILITY: SYSTEM THRU ASSET NUMBER: KN029594 THRU ASSET CLASS: END THRU DEPARTMENT: END

FROM STATUS DATE: BEGINNING FROM ACQUIRED DATE: BEGINNING FROM RETIRE DATE: BEGINNING FROM RETIRE TYPE: BEGINNING FROM RETIRE TYPE DATE:
 THRU STATUS DATE: END THRU ACQUIRED DATE: END THRU RETIRE DATE: END THRU RETIRE TYPE: END THRU RETIRE TYPE DATE:

FACILITY: SYSTEM
 DEPARTMENT: 1.401 I LAB

NUMBER	DESCRIPTION	LIFE	STATUS	STS DATE	ACQ DATE	RET DATE	COST	BOOK
CLASS: MEQ-HOSP MOVEABLE EQUIP - HOSPITAL								
KN029594	DXH 800 ANALYZER INTERFACE (10-401-U1)		ACTIVE	05/06/10	04/28/10		3000.00	0.00
							----- 3000.00	----- 0.00
TOTAL FOR DEPARTMENT:							3000.00	0.00

CREATED BY USER: FRANZAL

FROM FACILITY: SYSTEM	FROM ASSET NUMBER: KN030479	FROM ASSET CLASS: BEGINNING	FROM DEPARTMENT: BEGINNING	
THRU FACILITY: SYSTEM	THRU ASSET NUMBER: KN030479	THRU ASSET CLASS: END	THRU DEPARTMENT: END	
FROM STATUS DATE: BEGINNING	FROM ACQUIRED DATE: BEGINNING	FROM RETIRE DATE: BEGINNING	FROM RETIRE TYPE: BEGINNING	FROM RETIRE TYPE DATE:
THRU STATUS DATE: END	THRU ACQUIRED DATE: END	THRU RETIRE DATE: END	THRU RETIRE TYPE: END	THRU RETIRE TYPE DATE:

FACILITY: SYSTEM
 DEPARTMENT: 1.401 1 LAB

NUMBER	DESCRIPTION	LIFE	STATUS	STS DATE	ACQ DATE	RET DATE	COST	BOOK
CLASS: MEQ-HOSP	MOVEABLE EQUIP - HOSPITAL							
KN030479	LEASE BUYOUT-HEMATOLOGY ANALYZER (DxH 800)		ACTIVE	01/04/18	12/19/17		9000.00	0.00
							-----	-----
							9000.00	0.00
TOTAL FOR DEPARTMENT:							9000.00	0.00

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. #
Sony Video printer	KN028550	9/28/2005	5,583.34	PMC02426	Unit is obsolete and end of life.	- 0 -	1.333 Nursery
Siemens Ultrasound OB	KN028551	9/28/2005	5,583.32	PMC02427	" "	- 0 -	1.333 Nursery
Computer ABEAR hearing	KN029561	2/22/2011	19,557.55	PMC02895	" "	- 0 -	1.333 Nursery

Requesting Department - 333 Department Director Mark P. Jones 10/19/21
 Net Book Value (Finance) A. Francis 10/20/21 EMC Member [Signature] 10.20.21
 Sr. VP Finance/CFO _____ President/CEO _____
 Board Approval: (Date) _____ CFO Signature [Signature]
 Requestor Notified Finance _____
 Asset Disposed of or Donated _____
 Removed from Asset List (Finance) _____
 Requested Public Entity for Donation _____
 Entity Contact _____
 Telephone _____

[Signature]
11/24/2022

CREATED BY USER: FRANZAL

FROM FACILITY: SYSTEM FROM ASSET NUMBER: KN028550 FROM ASSET CLASS: BEGINNING FROM DEPARTMENT: BEGINNING
 THRU FACILITY: SYSTEM THRU ASSET NUMBER: KN028551 THRU ASSET CLASS: END THRU DEPARTMENT: END

FROM STATUS DATE: BEGINNING FROM ACQUIRED DATE: BEGINNING FROM RETIRE DATE: BEGINNING FROM RETIRE TYPE: BEGINNING FROM RETIRE TYPE DATE:
 THRU STATUS DATE: END THRU ACQUIRED DATE: END THRU RETIRE DATE: END THRU RETIRE TYPE: END THRU RETIRE TYPE DATE:

FACILITY: SYSTEM
 DEPARTMENT: 1.333 1 WOMENS CLINIC

NUMBER	DESCRIPTION	LIFE	STATUS	STS DATE	ACQ DATE	RET DATE	COST	BOOK
CLASS: MEQ-HOSP MOVEABLE EQUIP - HOSPITAL								
KN028550	PRINTER FOR SIEMENS SONOLINE ULTRASOUND SYSTEM		ACTIVE	10/23/05	09/28/05		5583.34	0.00
KN028551	SIEMENSONOLINE ADARA ULTRASOUND UNIT (PROJ#05-		ACTIVE	10/23/05	09/28/05		5583.32	0.00
							-----	-----
							11166.66	0.00
TOTAL FOR DEPARTMENT:							11166.66	0.00

CREATED BY USER: FRANZAI

FROM FACILITY: SYSTEM FROM ASSET NUMBER: KN029561 FROM ASSET CLASS: BEGINNING FROM DEPARTMENT: BEGINNING
 THRU FACILITY: SYSTEM THRU ASSET NUMBER: KN029561 THRU ASSET CLASS: END THRU DEPARTMENT: END

FROM STATUS DATE: BEGINNING FROM ACQUIRED DATE: BEGINNING FROM RETIRE DATE: BEGINNING FROM RETIRE TYPE: BEGINNING FROM RETIRE TYPE DATE:
 THRU STATUS DATE: END THRU ACQUIRED DATE: END THRU RETIRE DATE: END THRU RETIRE TYPE: END THRU RETIRE TYPE DATE:

FACILITY: SYSTEM
 DEPARTMENT: 1.336 1 NURSERY

NUMBER	DESCRIPTION	LIFE	STATUS	STS DATE	ACQ DATE	RET DATE	COST	BOOK
CLASS: MEQ-HOSP MOVEABLE EQUIP - HOSPITAL								
KN029561	ABAER SYSTEM W/ PRINTER (HEARING SCREENING EQUI		ACTIVE	04/08/11	03/16/11		19557.55	0.00
							----- 19557.55	----- 0.00
TOTAL FOR DEPARTMENT:							19557.55	0.00

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. #
Incubator, Infant Isolette	KN016068	9/25/1990	5,378.77	PMC02455	Unit is not functional, obsolete and no longer supported.	- 0 -	1.336 Nursery

Requesting Department - NSY - CW Department Director Martin F. [Signature] 11/12/21

Net Book Value (Finance) 1.336 EMC Member [Signature] 11-19-21

Sr. VP Finance/CFO _____ President/CEO _____

Board Approval: (Date) _____ CFO Signature [Signature]

Requestor Notified Finance _____

Asset Disposed of or Donated _____

Removed from Asset List (Finance) _____

Requested Public Entity for Donation _____

Entity Contact _____

Telephone _____

[Signature] 11/24/2022

CREATED BY USER: FRANZAL

FROM FACILITY: SYSTEM FROM ASSET NUMBER: KN016068 FROM ASSET CLASS: BEGINNING FROM DEPARTMENT: BEGINNING
 THRU FACILITY: SYSTEM THRU ASSET NUMBER: KN016068 THRU ASSET CLASS: END THRU DEPARTMENT: END

FROM STATUS DATE: BEGINNING FROM ACQUIRED DATE: BEGINNING FROM RETIRE DATE: BEGINNING FROM RETIRE TYPE: BEGINNING FROM RETIRE TYPE DATE:
 THRU STATUS DATE: END THRU ACQUIRED DATE: END THRU RETIRE DATE: END THRU RETIRE TYPE: END THRU RETIRE TYPE DATE:

FACILITY: SYSTEM
 DEPARTMENT: 1.336 1 NURSERY

NUMBER	DESCRIPTION	LIFE	STATUS	STS DATE	ACQ DATE	RET DATE	COST	BOOK
CLASS: MEQ-HOSP MOVEABLE EQUIP - HOSPITAL								
KN016068	INCUBATOR - INFANT AIR-SHIELDS		ACTIVE	11/03/99	09/25/90		5378.77	0.00
							-----	-----
							5378.77	0.00
TOTAL FOR DEPARTMENT:							5378.77	0.00



Healing Families – Healing Communities®

parrishmed.com

Finance Committee

FYTD December 31, 2021 – Performance Dashboard

Indicator	FYTD 2022 Actual	FYTD 2022 Budget	FYTD 2021 Actual
IP Admissions	1,203	1,324	1,310
LOS	5.3	4.3	5.0
Surgical Procedures	1,216	1,416	1,084
ED Visits	7,315	8,065	7,769
OP Volumes	12,162	13,860	12,851
Hospital Margin %	2.56%	8.07%	9.55%
Investment Income \$	\$3.0 Million	\$1.2 Million	\$6.5 Million
EBIDA Margin %	3.90%	5.09%	18.90%
EBIDA Margin %- Excluding Invest Income	-3.71%	2.21%	4.24%

EXECUTIVE COMMITTEE

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

**DRAFT AGENDA
EXECUTIVE COMMITTEE
NORTH BREVARD COUNTY HOSPITAL DISTRICT
OPERATING
PARRISH MEDICAL CENTER
MONDAY, FEBRUARY 7, 2022
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 December 6, 2021 meeting.

- II. Reading of the Huddle

- III. Attorney Report – Mr. Boyles

- IV. Other

- V. 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.

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 EXECUTIVE COMMITTEE. TO THE EXTENT OF SUCH DISCUSSIONS, A JOINT PUBLIC MEETING OF THE NORTH BREVARD COUNTY HOSPITAL DISTRICT BOARD OF DIRECTORS EXECUTIVE COMMITTEE AND NORTH BREVARD MEDICAL SUPPORT, INC. SHALL BE CONDUCTED.

**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 December 6, 2021 in Conference Room 2/3/4/5, First Floor. The following members were present:

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

Members Absent:

Herman A. Cole, Jr. (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. Retz called the meeting to order at 1:32 p.m.

REVIEW AND APPROVAL OF MINUTES

Discussion ensued and the following motion was made by Ms. Crooks, seconded by Mr. Jordan and approved (4 ayes, 0 nays, 0 abstentions).

ACTION TAKEN: MOVED TO APPROVE THE OCTOBER 4, 2021 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.

COVID-19 VACCINE PROGRAM COMPLIANCE

Ms. Sellers summarized the timeline of events surrounding the COVID-19 vaccine requirements, noting that PMC was at 84% compliance when the November 30, 2021 injunction was filed. On December 1, 2021 Care Partners were notified of the suspension of the program. Ms. Sellers shared

that Administration is proud of the Care Partners and what they accomplished in a short time.

ATTORNEY REPORT

Mr. Boyles summarized the recent events in the Florida lawsuit filed regarding COVID-19 and the Covid vaccination mandate issued by the Biden Administration. The Louisiana case is on appeal. The state of Florida filed a backup injunction in the event the Louisiana case is not sustained. We are currently under injunction of the Louisiana district.

Mr. Mikitarian added that contracted companies must provide attestations that their employees are compliant.

OTHER

There was no other business to discuss.

ADJOURNMENT

There being no further business to discuss, the committee adjourned at 1:56 p.m.

Stan Retz, CPA
Chairman

EDUCATION COMMITTEE

Billie Fitzgerald, Chairperson

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

Maureen Rupe

Ashok Shah

Biju Mathews, M.D.

George Mikitarian, President/CEO (Non-voting)

**NORTH BREVARD COUNTY HOSPITAL DISTRICT
OPERATING
PARRISH MEDICAL CENTER
EDUCATIONAL, GOVERNMENTAL AND COMMUNITY RELATIONS COMMITTEE
MONDAY, FEBRUARY 7, 2022
IMMEDIATELY FOLLOWING EXECUTIVE SESSION
FIRST FLOOR CONFERENCE ROOM 2/3/4/5**

CALL TO ORDER

I. Election of Chairperson & Vice Chairperson

II. Review and Approval of Minutes

Motion to approve the minutes of the December 6, 2021 meeting.

III. Board Self-Assessment – Mr. Lifton

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.

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
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 December 6, 2021 at 3:45 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.
Elizabeth T. Galfo, M.D. (3:48 p.m.)
Ramesh Patel, M.D.
George Mikitarian (non-voting)

Member(s) Absent:

Herman A. Cole, Jr. (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. Fitzgerald called the meeting to order at 3:45 p.m.

REVIEW AND APPROVAL OF MINUTES

The following motion was made by Mr. Jordan, seconded by Dr. Patel, and approved (3 ayes, 0 nays, 0 abstentions). Dr. Galfo was not present at the time the vote was taken but joined the meeting at 3:48 p.m..

ACTION TAKEN: MOVED TO APPROVE THE MINUTES OF OCTOBER 4, 2021 EDUCATION COMMITTEE MEETING, AS PRESENTED.

BOARD ASSESSMENT QUESTIONNAIRE

Mr. Lifton provided an introduction and overview of the Board Self-Assessment to be conducted, noting the results will be provided at the February 7, 2022 meeting,

OTHER

No other items were presented.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 3:50 p.m.

Billie Fitzgerald
Chairperson

DRAFT AGENDA
BOARD OF DIRECTORS MEETING - REGULAR MEETING
NORTH BREVARD COUNTY HOSPITAL DISTRICT
OPERATING
PARRISH MEDICAL CENTER
FEBRUARY 7, 2022
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. Review and Approval of Minutes (December 6, 2021 Regular Meeting))
- V. Recognitions(s)
 - A. Peggy Crooks
 - B. Dr. Ramesh Patel
 - C. New Providers (memo included)
- VI. Election of Member-at-Large
- VII. Open Forum for PMC Physicians
- VIII. Public Input and Comments***¹
- IX. Unfinished Business***
- X. New Business***
 - A. Motion to recommend the Board of Directors approve the Procurement policy, as presented.
- XI. Medical Staff Report Recommendations/Announcements
 - A. Resignations – **For Information Only**
 1. Renee Celis, M.D. Effective February 28, 2022
- XII. Public Comments (as needed for revised Consent Agenda)
- XIII. Consent Agenda***
 - A. Finance
 1. Motion to recommend the Board of Directors approve the project cost of

BOARD OF DIRECTORS MEETING

FEBRUARY 7, 2022

PAGE 2

\$188,043.00 with an amendment to the FY 2022 Capital Budget to include the project.

2. Motion: To recommend to the Board of Directors to approve negotiations with FCA for Architectural and Engineering Design Services at a not to exceed cost per engagement of \$90,000.00. Should negotiations fail with FCA, negotiations will be approved with the next firm based on the RFQ evaluations and scoring.
3. 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.

.***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 ***]

XIV. Committee Reports

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

XV. 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

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.

BOARD OF DIRECTORS MEETING

FEBRUARY 7, 2022

PAGE 3

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.

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 3:50 p.m. on December 6, 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
Peggy Crooks
Elizabeth Galfo, M.D.
Billie Fitzgerald
Jerry Noffel
Maureen Rupe
Ashok Shah, M.D.

Member(s) Absent:

Herman A. Cole, Jr. (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. Jordan called the meeting to order at 3:50 p.m.

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 requested approval of the agenda in the packet as revised. Discussion ensued and the following motion was made by Ms. Crooks, seconded by Ms. Fitzgerald and approved (8 ayes, 0 nays, 0 abstentions).

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

RECOGNITIONS

There were no recognitions.

REVIEW AND APPROVAL OF MINUTES

Discussion ensued and the following motion was made by Dr. Galfo, seconded by Ms. Fitzgerald and approved (8 ayes, 0 nays, 0 abstentions).

ACTION TAKEN: MOVE TO APPROVE THE MINUTES OF THE OCTOBER 4, 2021 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. Mr. Jordan took this time to recognize and thank Dr. Patel for his service as Medical Staff President, adding that he has greatly appreciated his diligent participation and input.

PUBLIC COMMENTS

A member of the public spoke at this time. A copy of the public appearance request is appended to the file copy of these minutes.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

North Brevard Medical Support Liaison Report

Mr. Retz presented the North Brevard Medical Support Liaison report from its November 11, 2021 meeting.

CONSENT AGENDA

Discussion ensued regarding the consent agenda, and the following motion was made by Mr. Retz, seconded by Ms. Crooks and approved (8 ayes, 0 nays, 0 abstentions).

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

A. Finance

1. Motion to approve the appointment of Mr. Casey Crouch to fill the

vacancy on the Pension Administrative Committee for a two-year period beginning December 6, 2021 through December 5, 2023.

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. Retz 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

Mr. Mikitarian added that Dr. Patel has done a great job as medical staff president facing the many challenges of this past year.

Hospital Attorney

Legal counsel had no report.

OTHER

Ms. Crooks shared that this would be her last meeting as a PMC Board member, adding that in her 20 years on the Board she has seen many changes, all good. Ms. Crooks shared that every PMC employee should be proud to work here, this hospital is a wonderful organization and she knows she is leaving it in excellent hands.

Dr. Shah shared that it has been an absolute privilege to work with Ms. Crooks. Mr. Jordan added this Board is better because Ms. Crooks served as a member and he is happy she will continue serving on the NBMS Board.

CLOSING REMARKS

Mr. Jordan congratulated PMC on the recent Gift of Light celebrations, adding he felt an amazing sense of community.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 4:08 p.m.

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

**NORTH BREVARD COUNTY HOSPITAL DISTRICT
OPERATING PARRISH MEDICAL CENTER
MEDICAL EXECUTIVE COMMITTEE MEETING – REGULAR SESSION MINUTES
January 18, 2022**

Present: B. Mathews, MD, C. McAlpine, G. Mikitarian, J. Rojas, MD, A. Ochoa, MD, M. Navas, MD, K. Patel, MD, P. Carmona, MD, I. Rashid, MD, R. Patel, MD, H. Cole, D. Barimo, MD, R. Rivera-Morales, MD, C. Fernandez, MD, G. Cuculino, MD, C. Manion, MD, V. Williams, MD

Absent:

The meeting of the Medical Executive Committee of the North Brevard County Hospital District operating Parrish Medical Center was called to order on January 18, 2022 at 5:30 pm in the Conference Center. A quorum was determined to be present.

CALL TO ORDER.

Dr. Biju Mathews, President, called the meeting to order at 5:32pm.

Dr. Mathews welcomed new members of 2022 Medical Executive Committee.

I. REVIEW AND APPROVAL OF MINUTES

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

ACTION TAKEN: Motion to approve the previous Regular Session minutes (December 21, 2021) as written and distributed.

II. OLD BUSINESS: None

III. FOLLOW UP MEC BUSINESS: None

IV. NEW BUSINESS: None

V. REPORT FROM ADMINISTRATION -

Mr. Mikitarian noted the continued effort to distribute Covid in-home test kits to all care partners. Noted, staff test kits are available in Medical Staff office.

VI. Report from the Board (Regular Session minutes attached) NO ACTION

Board of Directors Regular Session, November 1, 2021

Board of Directors – Regular Session Quality Committee November 1, 2021

Committee Reports – NO ACTION for the minutes

Credentialing & Medical Ethics (Regular Session, January 10, 2022)

VII. CONSENT AGENDA – STANDING ORDERS

- **ED Appropriate Use Criteria (E3641ab) – New Order Set**
- **Digibind (E3642)- New order set**
- **MSE Extremity Injury (E3406abc) Added all XRs**

Motion to approve the Consent Agenda as written was made by Dr. Rojas, seconded by Dr. Cuculino and unanimously approved.

The following were approved electronically, noted for the minutes:

- * Upper Respiratory Infection - Adult (E3645) - New Order Set
- * Upper Respiratory Infection - Peds (E3646) - New Order Set
- * COVID-19 MONOCLONAL ANTIBODY (MAB) INFUSION CENTER Removed Casirivimab/imdevimab-600mg/600mg, and replaced with Sotrovimab 500mg. Removed Post-exposure-prophylaxis Section.

VIII. Open Forum:

Dr. Mathews noted the resignation of Dr. Celis effective February 28, 2022. Discussion regarding coverage. Transfer agreements in place with Holmes, Steward, Orlando Health, and Halifax if needed. The agreements are on file with D. Oswald. Recruitment is underway.

Dr. Oskouei called away on family emergency. Supervision of R. Human, APRN has been transferred to B. Mathews, MD, R. Celis, MD, and N. Mody, MD including sign off of rounding sheets. Signed (G. Mikitarian) January 17, 2022.

Dr. Barimo raised the issue of parking for Providers continuing to shrink to unauthorized parking. Mr. Mikitarian sent a note to Security to implement the controls needed to relieve parking.

XI. Adjournment: There being no further business the meeting adjourned at 5:42.

Biju Mathews M.D.
Medical Staff President

Christopher Manion, M.D.
Secretary/Treasurer



Healing Families – Healing Communities®

parrishhealthcare.com

Welcome New Providers

Renee Soucier, MD – Family Medicine; SCHC

Medical School:

Doctor of Medicine – St.
George's University School of
Medicine

Residency:

Family Medicine – Lee Memorial
Health System; Florida State
University



Welcome New Providers

Zackary Besner, MD – Internal Medicine; SCHC

Medical School:

Doctor of Medicine – St.
George's University School of
Medicine

Residency:

Internal Medicine – Rutgers
Hospital



Welcome New Providers

Bryan Parry, MD – Orthopedic Surgery; PMG

Medical School:

Doctor of Medicine –
Pennsylvania State University

Residency:

Orthopaedic Surgery – Hamot
Medical Center

Internship:

General Surgery – York Hospital





Origination:	04/1986
Effective:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Areas:	Materials Management
Tags:	9500
Applicability:	Parrish Medical Center

Procurement Policy, 9500-42

~~I. POLICY STATEMENT~~

POLICY STATEMENT

To promote fair and open competition as a basic tenet of public procurement and to establish the effective and ethical procurement of supplies, equipment ~~and~~, construction, and professional and consulting services.

~~II. PURPOSE~~

PURPOSE

This policy shall comprise the prevailing ~~policy of personal property and services for this hospital~~ Procurement Policy for the North Brevard County Hospital District DBA Parrish Medical Center (Hospital or Parrish Medical Center). The Materials Management Department shall be responsible for ensuring compliance during the procurement process. Real Property shall be acquired and sold as governed by ~~the State of Florida~~ Statutes law and handled by the President ~~and/~~ Chief Executive Officer (CEO) and the Board of Directors of Parrish Medical Center.

To the extent possible, ~~all equipment, supplies and~~ procurement is preferred through the use of group purchasing contracts or State of Florida contracts. Those goods or services are to be procured through the use of group purchasing contracts or State of Florida contracts. Those goods or services not covered by pre-negotiated contracts ~~shall~~ will be procured through a competitive ~~process~~ solicitation process outlined below with at least two quotations obtained when the material or service exceeds \$100,000.00 annually, unless (2) quotations ~~the President/CEO in consultation with the Board Chair determines that the use of the competitive process for particular goods or service does not serve the best interest of the Hospital, or (ii) the goods or services can only be obtained~~ when the material from a sole source. In any event, if a good or service ~~exceeds \$10,000 annually, unless the goods or services can only be obtained from a sole source of professional preference is considered. Management shall report back to the Board quarterly on those contracts procured through the competitive bid process.~~ subject to a statutory process, the Hospital will comply with such process.

~~Those products used or consumed on a frequent basis to either maintain departmental operations or replenish an official inventory, including general stores, sterile processing, perioperative services, and pharmacy do not apply to the aforementioned process or signature authority matrix (Policy No. 9550-14).~~

~~Consumable products will be acquired competitively through utilization of group purchasing contract or locally negotiated if not available through a group contract. Contracts will be reviewed annually on product lines to~~

~~assure that contract pricing being utilized remains competitive and in the best interest of the Medical Center.~~

~~The primary procurement document of Parrish Medical Center is the Non-Stock Supplies and/or Equipment Requisition (Capital or Non-Capital Expenditures), Form Number P-300, three (3) part, a self-explanatory form, initiated by the requisitioning department and approved according to the current Signature Authority Matrix (reference Policy no. 9550-14). The P-300 form also serves as the record of bids received and may be supported by copies and proposals or quotations.~~

~~**AUTHORITY FOR PROCUREMENT OF CAPITAL EQUIPMENT:**~~

~~The President is authorized to purchase all new and replacement equipment which has been incorporated into the Capital Equipment Budget and properly approved by the Board of Directors during the course of each fiscal year per hospital Policy No. 9500-2 (Purchase of Capital Equipment).~~

III. PROCEDURES

APPLICABLE STATUTES AND POLICES

As an independent special district, the Hospital is not subject to all Florida state laws and regulations relating to procurement matters. The following statutes and policies apply to Hospital procurement matters and Hospital personnel should review such statutes and policies in conjunction with this Policy. To the extent any of the following statutes or other statutes, state or federal laws or regulations not listed below (Applicable Law) conflict with the provisions of this Policy, the Applicable Law shall control as if fully set forth herein:

- **Advertising for competitive bids and proposals for construction projects** will be in accordance with section 255.0525 of the Florida Statutes when the thresholds are exceeded.
- **Construction services** will be procured using the procedures of 255.20 of Florida Statutes if low bid, sections 255.103 and 287.055 of the Florida Statutes if a construction manager or program manager is procured, and section 287.055 of the Florida Statutes if a qualification based competitive negotiations procurement is utilized. These procedures may be waived by the President/CEO for construction work estimated to cost less than \$300,000.00 and electrical work estimated to cost less than \$75,000.00 (construction work is defined as a project to construct or improve a building, structure or other construction works).
- **Continuing contracts (master service agreements) for construction services** will be procured using the procedures of sections 255.103(4) and 287.055 of the Florida Statutes. A continuing contract for construction services shall only be used when the estimated construction cost of each individual project under the continuing construction services contract does not exceed \$4 million. Firms providing services under continuing contracts shall not be required to bid against one another; however, if agreement on price, terms, and conditions is not reached, the Hospital may then move on to a different firm under a continuing services contract to negotiate for the work for the project.
- **Continuing contracts (master service agreements) for professional services** entered into accordance with section 287.055 of the Florida Statutes may be used when the estimated construction cost of each individual project under the continuing contract does not exceed \$4 million and/or when the fee for professional services for each individual study under the continuing professional services contract does not exceed \$500,000.00. Firms providing professional services under continuing contracts shall not be required to bid against one another; however, if agreement on price, terms, and conditions is not reached, the Hospital may then move on to a different firm under a continuing professional services contract to negotiate for the professional services.
- **Payment and performance bonds** complying with section 255.05 of the Florida Statutes are required

for any construction project which work exceeds \$100,000.00. The President/CEO may waive the bond requirement for a construction project which work is less than \$200,000.00. The bond requirement is mandatory and cannot be waived for any project which work exceeds \$200,000.00.

- **Professional services** within the scope of practice or architecture, professional engineering, landscape architecture, or registered surveying and mapping will be procured using the qualification based competitive negotiation procedures of section 287.055 of the Florida Statutes. Professional services cannot be bid. These procedures may be waived by the CEO for a professional service contract for a project when the basic construction cost is estimated to be less than \$325,000.00 or a planning or study activity when the fee is less than \$35,000.00.
- **Professional consulting services** rendered by an independent contractor for services such as, but not limited to, legal services, management services, finance-related services, consulting services, and accounting and audit services (except for section 218.391 of the Florida Statutes, audit selection procedures). The Hospital shall make good faith efforts to follow the procedures to ensure proper transparency and pricing competitiveness. Professional Consulting Services that are strategic in nature, as determined by the President/CEO, in consultation with the Board Chairman, shall be exempt from this policy.
- **Capital equipment** including all new and replacement equipment which has been incorporated into the Capital Equipment Budget and properly approved by the Board of Directors during the course of each fiscal year per hospital Policy No. 9500-2 (Purchase of Capital Equipment) may be purchased by the President/CEO.
- **Consumable products** will be acquired competitively through utilization of a group purchasing contract or locally negotiated if not available through a group purchasing contract. Contracts will be reviewed annually based on product lines to assure that contract pricing being utilized remains competitive and in the best interest of the Hospital.
- **Products used or consumed on a frequent basis** are not subject to this Policy or the Accounts Payable Distribution Policy.

PROCEDURES

A. ~~FORMAL BID PROCEDURE:~~ COMPETITIVE SOLICITATION PROCESS:

~~The formal bid procedure will be used when specifications have been developed for materials or services that are project oriented, of a customized nature, cost is over \$10,000 and formal bid procedures are necessitated by Florida Statutes or are in the best interest of Parrish Medical Center.~~

~~Because of the high cost of administering formal bid procedures, the process will normally be used when competition cannot be generated by other means.~~

1. The competitive solicitation process will be managed through the PMC Procurement tool. The primary procurement document of the Hospital is through electronic requisition via Meditech, Equipment Requisition (Capital), initiated by the requisitioning department and approved according to the Accounts Payable Distribution Policy.
2. Purchases made through ~~bid~~ the competitive solicitation process shall be based upon justification and specifications which are clear, definite and certain as to character and quality.
3. Such specifications shall be as open as possible and any use of trade names shall not be interpreted to mean that exclusive rights are inferred, but shall serve only as a means of establishing a standard of product quality.

~~Invitation to bid shall be made available to reputable vendors who demonstrate available resources, financial responsibility, business integrity, delivery capability and expedient service.~~

4. ~~The formal bid invitation is the means for publicly~~Publicly notifying prospective vendors of the need for equipment, materials and/or services that Parrish Medical Center intends to order will be conducted when necessitated by Florida Statutes. ~~The Bid Form~~Otherwise the PMC Procurement tool will be sent to those vendors that qualify under bid qualification requirements~~serve as a means of notification.~~
5. The requirements for ~~bids~~the competitive solicitation process shall be determined to have been fulfilled when procurements are made through agreements or contracts of the State of Florida or other organized purchasing group or shared service of which the ~~hospital~~Hospital is a member, affiliate, associate, partner, or involved in a joint venture.
6. In the event two ~~(2)~~or more vendors have ~~submitted the lowest and best bids~~been evaluated with equal scores, preference will be given in the award in the following order: ~~First~~first, to the vendor who has his/her principal place of business in North Brevard County Tax District, second in Brevard County, and third in the State of Florida. Otherwise the bids will be awarded ~~by lot~~at the discretion of the Hospital.
7. ~~At a specified~~Proposals will not be accepted after the time ~~on the date specified, all bids will be opened in the Board Room or other designated area and recorded. The Director Materials Management, Department Director for whom the bid was solicited, and the Controller will be present. Bids will not be accepted after the time~~ set for the bid proposal opening. Tabulations will be made available for review by anyone interested at a reasonable time after the tabulations are completed.
8. After a bid proposal has been opened, a ~~bidder~~respondent will not be permitted to withdraw or alter his bid proposal, or any deposit which ~~my have~~has been made. If, however, circumstances warrant the apparent ~~lowest and best bidder~~winner to notify the Materials Management Department that an error has been made in their proposal, the Director of Materials Management will require the respondent to furnish a letter detailing his bid, the error and measure of relief sought. ~~The Director of Materials will require the respondent to furnish a letter detailing their error and measure of relief sought. The Director of Materials Management will require the bidder to furnish a letter detailing his error and measure of relief sought. The Director of Materials will require the bidder to furnish a letter detailing his error and measure of relief sought. The Director of Materials Management will~~ present the matter, with recommendation, to the President/CEO. At the discretion of the President/CEO, the matter may be presented to the Board for recommendation of approval.
9. The Director of Materials Management, involved Department Director, Controller, and/or other ~~hospital~~Hospital staff will review the bid proposal and recommend to the President/CEO, the awarding vendor(s) ~~to receive the order on the basis of the lowest and best bid meeting specifications.~~ At the discretion of the President/CEO, bids proposals may be presented at the Board for recommendation of approval.
10. After approval of the award, the Director of Materials Management will notify the ~~successful bidder~~respondents of the results through a Notice of Intent published on the PMC Procurement Tool. ~~The~~It is the responsibility of the respondents to check the Procurement Tool for such notifications the normal means of notification is by issuance of a purchase order, however, other expedient and practical means may be used.
11. The date ~~of~~ the President/CEO or Board approves the award shall constitute the date of acceptance regardless of the date of the letter, purchase order, or any other means of notification to the successful vendor. Only bids proposals from responsive ~~bidders~~respondents are to be considered. A responsive ~~bidder~~respondent is one who has submitted a bid proposal which conforms in all material respects to the bid solicitation specifications.

12. Any protest concerning solicitations should be made in accordance with sections 120.57(3) and 287.042(2) of the Florida Statutes, and Chapter 28-110 of the Florida Administrative Code. Any communication not in accordance with these sections or the solicitation, including questions sent to the Director, Materials Management, will not constitute formal notice of a protest. Any protest concerning Parrish Medical Center's decision or intended decision must be timely filed with the Director, Materials Management within 72 hours. Protests may be filed by courier, hand delivery, or regular mail to Director of Materials Management.
13. Management shall report back to the Board of Directors quarterly on contracts exceeding \$100,000.00.

B. PROFESSIONAL PREFERENCE:

1. To the extent possible, physician and/or professional staff preference shall be considered in all capital equipment acquisitions. The financial interests of ~~Parrish Medical Center~~ the Hospital will be taken into consideration during the decision process.
2. It shall be the responsibility of the requestor citing professional or clinical preference to document said preference, prior to any competitive acquisition process. ~~Formal bids~~ Competitive Solicitations will not be used where documented preference is provided. Quotations may be solicited for comparison.

C. NORMAL ~~REQUISITIONING~~ REQUISITIONING AUTHORITY:

1. Each department director will be responsible for delegating authority to those personnel under their supervision whom they wish to requisition supplies, materials, services and equipment.
2. No equipment, material, nor service shall be debt incurred nor contracted for by any individual except by means of a formally processed requisition.
3. It shall be the responsibility of each department director to insure that sufficient funds are available prior to initiating a requisition.
4. Any unauthorized purchase shall be the responsibility of the individual placing the order or making the commitment.

D. CONTRACT SIGNATURE AUTHORITY:

1. The signature authority required for purchase of non-stock supplies, services and capital equipment and the applicable dollar limitation are specified ~~per Policy No. 9500-58, Hospital General Contract~~ in the Accounts Payable Distribution Policy.

E. EXCEPTIONS TO THIS POLICY

In the event following this Policy would subject Parrish Medical Center to undue financial, operational, legal and/or strategic risk, or in the event of an emergency need for procurement, the relevant Parrish Medical Center department may make a case to the President/CEO who, in consultation with the Board Chairman, shall exempt the procurement from this Policy, if permitted by Florida Statutes.

Other notable and obvious exceptions to the Policy include (i) instances where there are no other suppliers/providers/contractors to provide a second quote, or (ii) instances where the services are so specialized that obtaining a second quote would be merely procedural in nature.

All revision dates:

Attachments

No Attachments

Applicability

Parrish Medical Center

DRAFT