

**Chief of Staff**  
David Bohorquez, DO



**Chief Medical Officer**  
Daniel Padron, DO

**Secretary/Treasurer**  
Melissa Carlson, MD

**Chief of Staff-Elect**  
Roman Skylar, MD

**Medical Executive Committee Meeting Agenda**  
**December 2, 2019**  
**4:30 p.m. – 6:00 p.m.**

1. **Call to Order**
2. **Introduction(s)**
3. **Public Comment(s)**
4. **Approval of Previous Minutes**
  - a) November 12, 2019 MEC minutes
5. **Treasurer Report – Dr. Melissa Carlson**
  - a) MEC Scholarship - Rachel Ruiz
  - b) \$2,500 to Nursing School
6. **Old Business**
  - a) Ongoing update on the Initiative to increase EMR notes to 100% and eliminate hand written notes/orders
  - b) Medical Staff Bylaws / Rules and Regulations – Subcommittee
    - i. Review / Update Meeting Date: December 10, 2019
  - c) 2020 MEC Meeting Dates
7. **Credentialing Department Report- Sarah Gonzalez**
  - a) **See attached report**
8. **Graduate Medical Education Report – Dr. Jennifer Dorce-Medard**
  - a) GMEC October Meeting Minutes
  - b) GME Update
9. **Delinquent Medical Records - Manuel Diaz**
  - a) Unresolved Chart Deficiencies & Delinquent Count
10. **Committee Reports**
  - a) CCU Committee- *Dr. Yaw Abu*
  - b) P&T Committee- *Charlene Murray*
    - i. P & T Summary Report – November 2019

11. **Emergency Services Report-** *Dr. Kenneth Scheppke / Dr. Luis Perezalonso*
12. **Surgery Services Report –** *Dr. Barry Davis*
13. **Laboratory Department Verbal Report –** *Dr. Thomas Bolton*
14. **OB Department Report –** *Dr. Sherida Williams*
15. **Pediatrics Department Report-** *Dr. Yolanda Cosme*
16. **Chief Medical Officer-** *Dr. Daniel Padron*
17. **Director of Nursing –** *Regina Stolpman*
18. **Risk Management -***Alyssa Tarter*
19. **Continuous Quality & Patient Safety Improvement Committee Verbal Report –** *Sylvia Hall*
20. **Adjournment: Next scheduled Medical Staff Meeting is on January 6, 2019**