

TOPIC	DISCUSSION AND FINDINGS	RECOMMENDATION	FOLLOW-UP/ACTION
Call to Order 4:30 PM	The following members were present on the attached sign-in roster.	A quorum was present and the meeting was called to order.	None.
Introduction(s)			
	None	None	None
Public Comments			
	None	None	None
Minutes			
Meeting Minutes	Approval of December 7, 2020 MEC minutes.	None	Motion to approve October 5, 2020 MEC minutes 1 st Motion: Dr. Melissa Carlson 2 nd Motion: Dr. Luis Perezalonso All Approved
New Business			
LMC Formulary Changes 2021	The dietician' Itchaqueira Fontanez, provided a presentation on enteral nutrition and supplements formulary Updates for 2021. She reviewed current enteral formulas and oral supplements being used at facility; reviewed proposed improvements and changes to current enteral formulas and oral supplements and side to side nutrition and cost comparison of proposed formulas changes.	A presentation to be given to the resident physician as well	Dietician to provide a presentation on enteral nutrition and supplements formulary Updates for 2021 and provide a taste test.
Appointing new Secretary / Treasurer / Treasurer Report – Transfer of Account Signers	Dr. Carlson has resigned from MEC and Dr. Bryan Dawkins was selected to be the Treasurer / Secretary of Lakeside Medical Center Medical Exec. Comm. Inc.	Since, no other medical staff has recommended anybody else to be treasurer, MEC has approved to appoint for Dr. Bryan Dawkins to be the Treasurer / Secretary of Lakeside Medical Center Medical Exec. Comm. Inc.	Motion to appoint for Dr. Bryan Dawkins to be the Treasurer / Secretary of Lakeside Medical Center Medical Exec. Comm. Inc. 1st Motion: Dr. Melissa Carlson 2nd Motion: Dr. Luis Perezalonso All Approved

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Appointing new Chief of Staff-Elect	Since, no other medical staff has recommended anybody else to be Chief of Staff - Elect, MEC has approved to appoint Dr. Luis Perezalonso to be the Chief of Staff – Elect for MEC.	None	Motion to appoint Dr. Luis Perezalonso to be the Chief of Staff – Elect for MEC 1st Motion: Dr. Melissa Carlson 2nd Motion: Dr. Jennifer Dorce-Medard All Approved
Admission / Discharge Criteria ICU Policy	A copy of the Admission / Discharge Criteria ICU Policy was given to all MEC members for informational use. The purpose of the policy is to provide the guidelines proposed and provide a model which the ICU can utilize to formulate admission, discharge and triage criteria.	None	None
Admission / Discharge Criteria ICU Procedure	A copy of the Admission / Discharge Criteria ICU Procedure was given to all MEC members for informational use.	None	None
New Business			
Everbridge	All MEC members were provided a copy of the Everbridge Communication tool and the procedures to install the app. Everbridge is a new communications tool for Health Care District employees. Everbridge is used in private industry, the healthcare sector as well as local, state and federal government. Everbridge provides the Health Care District with a tool to send out mass notifications to all employees during hurricanes and other crisis	None	None

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	events. The notifications can be received via text, email, voice call, and over the Everbridge phone app. Initially, you will receive HCD Alerts just like the daily reminder text you receive to complete the employee health survey. Soon we will be implementing a plan to encourage employees to download and utilize the Everbridge app to receive alerts through the app as an alternative to receiving them via text.		
United Health Care Observation Notification required effective 1/1/2021	A copy of the change for Observation was provided to all MEC members. Authorization/notification (278N) is now required effective 01/01/2021.	None	None
Policy - Emergent Therapy for Acute-Onset Severe Hypertension during Pregnancy and Postpartum	A copy of the Emergent Therapy for Acute-Onset Severe Hypertension during Pregnancy and Postpartum Policy was given to all MEC members for review and approval.	None	Motion to approve the Emergent Therapy for Acute-Onset Severe Hypertension during Pregnancy and Postpartum Policy 1st Motion: Dr. Melissa Carlson 2nd Motion: Dr. Luis Perezalonso All Approved
Procedure - Emergent Therapy for Acute-Onset Severe Hypertension During Pregnancy and Postpartum	A copy of the Emergent Therapy for Acute-Onset Severe Hypertension during Pregnancy and Postpartum Procedure was given to all MEC members for review and approval.	None	Motion to approve the Emergent Therapy for Acute-Onset Severe Hypertension during Pregnancy and Postpartum Policy 1st Motion: Dr. Melissa Carlson 2nd Motion: Dr. Luis Perezalonso All Approved
MEC Meeting Dates for 2021	MEC meetings will be held the first Monday of every month except for the	None	Motion to approve all 2021 MEC Meeting Dates

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	<p>month of September 2021. MEC meeting held on September 6, 2021 will be moved to September 13, 2020 due to Lakeside Medical Center observing September 6, 2020 as a holiday, Labor Day.</p> <p>MEC Monthly Meeting Dates: January 4, 2021 February 1, 2021 March 1, 2021 April 5, 2021 May 3, 2021 June 7, 2021 July 5, 2021 August 2, 2021 September 13, 2021 October 4, 2021 November 1, 2021 December 6, 2021</p>		<p>1st Motion: Dr. Yolanda Cosme 2nd Motion: Dr. Jennifer Dorce-Medard All Approved</p>
MEC Meeting Virtual vs In-Person	Due to the widespread of COVID-19, all MEC meetings were changed to virtual meeting.	Recommendation was made to continue MEC via Conference call or Zoom and to bring it up for discussion 2 meetings at a time.	<p>Motion to continue MEC meeting virtually via conference call or zoom and to provide a status every 2 months. 1st Motion: Dr. Yolanda Cosme 2nd Motion: Dr. Melissa Carlson</p>
Report			
Treasurer Report	Amount in PNC account: \$ 90,711.99	<p>Dr. Dawkins has been appointed Treasurer of MEC. An official letter to be created for Dr. Gunawardene to sign. The letter will be used to provide verification to the bank</p>	<p>Dr. Dawkins to provide Treasurer report starting January 2021. Joe-Ann to create an official appointment letter for Dr. Gunawardene to sign.</p>

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		and for Dr. Dawkins to have access to the PNC business account.	
Committee Reports			
CCU Committee	All members received the October 2020 vs October 2019 CCU report.	None	None
Department Reports			
Credentialing Report	All MEC members were given a copy of all physicians applying for Provisional and Reappointment Privileges for review and approval.	None	Motion to approve the list of physicians applying for Provisional and Reappointment Privileges. 1 st Motion: Dr. Yolanda Cosme 2 nd Motion: Dr. Melissa Carlson All Approved
Family Residency Report	Provided a copy of the approved Minutes from October 22, 2020 GMEC meeting. Residents continue to be involved with COVID Testing. The residents completed their resident retreat. It was a great success and was able to team build while social distancing. They completed a virtual Yoga session as a group and a virtual scavenger hunt. GMEC has approved the 2020 Annual Institutional Review (AIR). Dr. Dorce-Medard will be presenting the 2020 AIR to the HCD Board on December 8, 2020 for approval. A copy of the 2020 AIR has been provided to the MEC members.	None	Dr. Dorce-Medard to present the 2020 AIR to the HCD Board on December 8, 2020 for approval.
Delinquent Medical Records	Discussed the Delinquent Medical Records report with all members of MEC Average Monthly	None	None

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	Discharge rate has decreased from last month to the month of December 2020 with a rate being 1571. There are 28 deficiencies greater than 30 days and all physicians have been sent a letter notifying of their delinquent notes		
Emergency Department Report	All MEC members received the ED Report for the month of October 2020.	None	None
Radiology Report	Dr. Marino provided the radiology report for the month of October 2020.	None	None
Surgery Services report	The surgical procedures comparing current year 2020 to FY 2019 for the month of October.	None	None
Lab Report	Dinaliza provided the Laboratory report for the month of October 2020. Lab reviewed 42 blood transfusion records.	None	None
OB Services Report	OB reports were given to all MEC members. OB reported 8 deliveries with 7 vaginal deliveries, 1 C-sections and 3 Primary.	None	Kenzea to include Dr. Julie Pass in the MEC OB report email.
Pediatric Report	The pediatric report for the month of October 2020.	None	None
Associate CMO Report	New Business or in Progress: Completed Podcast discussing Womens services available at LMC and Breast cancer awareness; Provided EPIC updates on Transcription service, Order set review, sign off on midlevel/residents, and Rejected orders bucket; introduced the new Quality Director Eduardo Bustillo	None	None

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	<p>Application sent for COVID-19 vaccine for LMC and provided Telemedicine update</p> <p>Dr. Dorce-Medard provided a follow-up and presented the flow of admission/consult flow for the Hospitalist, Surgery, OBGYN Specialist and Dr. Philogene specialty.</p>		
Director of Nursing Report	<p>QUALITY</p> <p>Dr. Medard, Eduardo and I developed a mandatory in-service for clinical nursing staff with case studies for critical thinking. We are looking to begin in January to complete 110 nursing staff. Simulation is tentative for January 12 beginning with OB.</p> <p>Increased falls in PCU, now a fall risk safety plan is shared with patient and family to review the plan and to understand the importance to call to avoid the fall.</p> <p>Since visitation started back up there has been a decrease in patient complaints</p> <p>The sepsis tool was changed with input by the ED staff and now being used</p> <p>SERVICE</p> <p>Our outpatient surgical volumes are up and staff is enjoying the new lights and boom system – looking forward to the installation in OR 2 & 3.</p> <p>ER volume is beginning to rise a little</p>	None	None

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	<p>Working on additional contracts for staffing</p> <p>The Bridges Program in Palm Beach County had a baby shower via a ZOOM on November 24 and Kenzea was invited. She gave education on breastfeeding and offered OB tours (22 Moms attended)</p> <p>GROWTH</p> <p>We requested additional IV pumps due to not all are returned from transfers and there are 8 that need to be fixed</p> <p>Installation of the new monitoring system, Mindray, has begun. Training is underway with the vendor and the respective departments (PICU, ICU, MedSurg, and ED)</p> <p>The new system has the capability for early warning scores, which we will begin to use in the ICU</p>		
Risk Management Report	<p>A copy of the Risk Management (Incident report) for Quarter 4, 2020 was provided to all MEC members. There were 63 incidents reported.</p>	None	None
Associate Vice President - Report	<p>Community Ambassador - Discussed the Anquan Boldin– Thanksgiving Drive, Monday, 11/30/2020, Thanksgiving card</p> <p>Hospital brochure, Hand sanitizer</p> <p>Masks/Thermometers, OB Flyer.</p> <p>Janet Moreland also provided information on Marketing Initiatives,</p>	None	None

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	the updated hospital brochure, the Palm Tran Bus Shelters – Labor and Delivery services and the Gift Shop signage which will say “The Shoppe at Lakeside”		
Adjournment	Meeting adjourned at 6:20 pm Next meeting January 11, 2020		

APPROVED