

**Chief of Staff**  
Ishan Gunawardene, MD  
*June 2020 - Present*



**Associate Chief Medical Officer**  
Jennifer Dorce-Medard, DO  
*September 2020 - Present*

**Secretary/Treasurer**  
Bryan Dawkins, MD  
*December 2020 - Present*

**Chief of Staff-Elect**  
Luis Perezalonso, MD  
*December 2020 - Present*

## **Medical Executive Committee Meeting Agenda**

**May 2, 2022**

**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) April 4, 2022 MEC Minutes
5. **Infection Control – Jennifer Glisson**
  - Infection Prevention, Control and Employee Health Plan June 2022-May 2023
  - Preventing Device-Associated Infections Standard Operating Procedure
  - Sepsis Advanced Nursing Intervention (ANI) Standard Operating Procedure
6. **Treasurer Report/Bank Statement – Dr. Bryan Dawkins**
7. **New Business: None**
8. **Delinquent Medical Records – RoseAnn Webb / Janet Moreland**
  - Provider Deficiency List – April, 2022
  - Pending History and Physicals – April 2022
  - Deficiency STATS for FY 21-22 – April 2022
  - Deficiency Statistics – July 2021 – April 2022
9. **CCU Report – Dr. Yaw Abu - *No Report***
10. **Pharmacy Report – Kristine Morales**
  - Pharmacy & Therapeutics MEC Summary – February & March 2022
  - Pharmacy and Therapeutics Committee Meeting Minutes – February 2022
  - Pharmacy & Therapeutics Slides – March 2022
  - ISMP – March 2022
11. **Emergency Services Report – Dr. Luis Perezalonso**
  - Graph Monthly Comparisons and Graph – March 2022
12. **Surgical Services Report – Dr. Barry Davis**
  - Daily Stats – March 2022
  - Inpatient Surgeries – March 2022
  - Outpatient Surgeries – March 2022
  - C-Section Surgeries – March 2022
  - Call Back Log – March 2022
13. **Radiology Report – Dr. Thomas Marino / Michelle Bush**
  - Performance Improvement Report – March 2022

14. **Laboratory Department Report** – *Dr. Thomas Bolton / Dinaliza Calderon*
  - Blood Product Utilization – March 2022
  - Blood Product Wastage – March 2022
15. **Credentialing Department Report** – *Tsega Lawrence / Maria Uribe* – **No Report**
  - Medical Executive Committee Credentialing & Privileging Report
16. **OB Department Report** – *Dr. Julie Pass*
  - Deliveries - March 2022
  - Vaginal – March 2022
  - C-Sections –March 2022
  - Transfers – March 2022
  - Feedings – March 2022
17. **Community Liaison Report** – *Joe-Ann Hyppolite* – **No Report**
18. **Pediatrics Department Report** – *Dr. Yolanda Cosme*
  - Pediatric Report – March 2022
19. **Graduate Medical Education Report** – *Dr. Jennifer Dorce-Medard* – May 2022
20. **Associate Chief Medical Officer Report** – *Dr. Jennifer Dorce-Medard* – **No Report**
  - Associate Chief Medical Officer Report
21. **Director of Nursing** – *Alyssa Tarter*
  - *Nursing Summary* – April 2022
22. **Quality and Patient Safety** – *Sylvia Hall* – **No Report**
  - Quality Management Executive Summary
23. **Risk Management** – *Alyssa Tarter*
  - Risk Management-First Quarter 2022 (January-March)
24. **Associate VP of LMC Report** – *Janet Moreland* - **No Report**
25. **Adjournment**
26. **Next Scheduled Meeting: June 6, 2022 at 4:30 p.m.**

TOPIC	DISCUSSION AND FINDINGS	RECOMMENDATION	FOLLOW-UP/ACTION
Call to Order 4:33 PM	The committee members were present on the attached sign-in roster.	A quorum was present and the meeting was called to order.	None
<b>Introduction(s)</b>			
	Janet Moreland introduced Louise Fabien.	None	None
<b>Public Comments</b>			
	None		None
<b>Minutes</b>			
Meeting Minutes	Approval of March 21, 2022 MEC minutes.	None	Motion to approve the March 21, 2022 MEC meeting minutes 1st Motion: Dr. Jennifer Dorce-Medard 2nd Motion: Dr. Julie Pass
<b>Report</b>			
Treasurer Report	<p>Dr. Dawkins stated that in the beginning of March 2022 there was a balance of \$91,502.21.</p> <p>He deposited eight checks for medical staff dues. He will forward the list to the committee. The ending balance after deposit was \$93,902.21.</p> <p>He has a meeting with the accountant the last week of the month to correct the tax situation. He has to pay the annual dues of \$150.00 to continue the corporation.</p> <p>Discussion was held in reference to the accountant and documents that were requested. Dr. Dawkins is going to meet with the accountant in reference to the documents.</p>	<p>Dr. Gunawardene and Dr. Perezalonso will be filing for access with PNC Bank.</p> <p>Dr. Dawkins is going with Dr. Gunawardene and Dr. Perezalonso for the access.</p>	None

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	<p>Dr. Dawkins stated that he spoke with PNC Bank in reference to Dr. Gunawardene and Dr. Perezalonso getting access and there will be no problem them receiving the access.</p> <p>He was also able to get a debit card so it will be easier to make payments than writing a check.</p>		
<b>Old Business</b>			
None	None	None	None
<b>New Business</b>			
None	None	None	None
Delinquent Medical Records	<ul style="list-style-type: none"> <li>All MEC members received the Delinquent Medical Records reports for February 1, 2022.</li> <li>Ms. Webb reviewed and discussed the following: <ul style="list-style-type: none"> <li>Dr. Carroll has not been removed because a note needs to be placed in the chart.</li> <li>She needed an updated contact physician list and she received it from Kimberley Vicente, in order to be able to contact the physicians.</li> <li>Physicians respond better when called, in reference to completing their histories and physicals. They do not respond, as well to the letters that are being sent.</li> <li>Discussed administratively closing the providers that do not complete their</li> </ul> </li> </ul>	<p>Dr. Dorce-Medard requested for calls to be made and letters sent to the providers that have delinquent files.</p> <p>Janet Moreland will contact Dr. Philogene, in reference to his H &amp; Ps.</p> <p>Ms. Webb will send a certified letter to Dr. Falestiny, in reference to his H &amp; Ps.</p> <p>Ms. Webb will provide a list of the providers that have been contacted, at every MEC meetings.</p>	

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	<p>documentations and open when they return.</p> <ul style="list-style-type: none"> <li>Delinquents are at approximately 6%.</li> </ul>		
<b>Committee Reports/Department Reports</b>			
CCU Report	<ul style="list-style-type: none"> <li>No Report</li> </ul>	None	None
Pharmacy Report	<p>All MEC members received the Pharmacy Reports. Ms. Morales reviewed and discussed the following:</p> <ul style="list-style-type: none"> <li>Pharmacy and Therapeutics Committee Meeting Minutes – February 2022</li> <li>Pharmacy &amp; Therapeutics Slides – February 2022</li> <li>ISMP – February 2022</li> <li>Pharmacy &amp; Therapeutics MEC Summary – February 2022</li> </ul> <p>Ms. Morales requested to remove from the formulary Advair because we have Breo in stock. The Advair will be removed from the formulary and no one will be able to select/order it.</p>	<p>Scanned Flushes Report is going to be restructured and easy to read – will present at the next meeting.</p> <p>Dr. Perezalonso asked if anyone objected of removing Advair and using Breo. There was no objection.</p>	All approved
Emergency Department Report	<ul style="list-style-type: none"> <li>All MEC members received the Graph Monthly Comparisons and Graph – February 2022. Dr. Perezalonso:</li> <li>Reviewed and discussed the Graph monthly comparisons.</li> <li>Stated that the new ER Manager is starting in April. He will get with her in reference to having the report with more informative information and not just numbers.</li> </ul>	None	None

TOPIC	DISCUSSION AND FINDINGS	RECOMMENDATION	FOLLOW-UP/ACTION
	<ul style="list-style-type: none"> <li>Welcomed the new ambulance service (EMTs).</li> </ul>		
Surgical Services Report	<ul style="list-style-type: none"> <li>Tabled</li> </ul>	None	None
Radiology Report	<p>All MEC members received the Radiology Report for February 2022. Dr. Thomas Marino reviewed and discussed the Radiology Report.</p> <p>Discussion was held in reference to expedited request and findings.</p>	Dr. Marino requested for the providers to text him when there has been an issue with an expedited request.	None
Laboratory Report	<p>All MEC members received the Laboratory Report for February 2022. Dinaliza Calderon reviewed and discussed:</p> <ul style="list-style-type: none"> <li>Blood Utilization Report – February 2022</li> <li>Blood Product Wastage – February 2022</li> </ul> <p>Discussion was held on the stocking of platelets.</p> <p>Ms. Calderon stated that everyone was trained on the new Freestyle Precision Pro® Abbott - Glucometer and it went live on March 22 and is going well.</p>	None	None
Credentialing Report	<ul style="list-style-type: none"> <li>No Report</li> </ul>	None	None
OB Services Report	<p>All MEC members received the OB report for March 2022.</p> <ul style="list-style-type: none"> <li>Deliveries – March 2022</li> </ul> <p>Dr. Julie Pass provided the following delivery data: 12 deliveries - 7 vaginal and 5 C-sections, 1 transferred out</p>	None	None

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	<p>She stated that more people are being seen from the health department and clinic.</p> <ul style="list-style-type: none"> <li>• Vaginal – March 2022</li> <li>• C-Sections – March 2022</li> <li>• Transfers – March 2022</li> <li>• Feedings – March 2022</li> </ul>		
Community Liaison Report	<ul style="list-style-type: none"> <li>• No report</li> </ul>	None	None
Pediatrics Department Report	<ul style="list-style-type: none"> <li>• Tabled</li> </ul>	None	None
Graduate Medical Education Report	<ul style="list-style-type: none"> <li>• No report</li> </ul>	None	None
Associate CMO Report	<p>New Business/In Progress/Follow-ups:</p> <ul style="list-style-type: none"> <li>• Associate Chief Medical Officer Report – March 2022</li> <li>• Discussion was held in reference to the Ambassador Program</li> </ul>	None	None
Director of Nursing Report	<ul style="list-style-type: none"> <li>• No report</li> </ul>	None	None
Quality and Patient Safety Report	<ul style="list-style-type: none"> <li>• Tabled</li> </ul>	None	None
Risk Management	<ul style="list-style-type: none"> <li>• No Report</li> </ul>	None	None
Associate VP Report	<ul style="list-style-type: none"> <li>• No Report</li> </ul>	None	None
Adjournment	<p>Meeting adjourned at 5:38 p.m. Next meeting May 2, 2022</p>		