

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

BOARD APPOINTMENT SUMMARY

Meeting Date: December 5, 2017

Department: Public Safety

Advisory Board: Emergency Medical Services Advisory Council

I. EXECUTIVE BRIEF

Motion & Title: Staff recommends motion to approve: appointment/reappointment of the following individuals to the Emergency Medical Services Advisory Council (EMS Council) for the term from December 5, 2017 to September 30, 2020.

<u>NOMINEE</u>	<u>SEAT</u>	<u>DESIGNATION</u>	<u>NOMINATED BY</u>
Brian Fuller	5	PBC EMS Providers	PBC EMS Providers
Roger Kirk (Reappointment) Bethesda Health	18	PBC Independent Hospital CEO	Self Commissioner Abrams
<u>OR</u>			
Robbin Lee Wellington Reg Hosp.	18	PBC Independent Hospital CEO	Self Commissioner Burdick Commissioner McKinlay
Gina Melby (Reappointment) JFK Medical Center	19	PBC HCA Hospital CEO	HCA East Florida Division
Gabrielle Finlay-Hazel St. Mary's Med Center	20	PBC Tenet Hospital CEO	Tenet Health

Summary: Per Resolution R2014-0100, the Board of County Commissioners approved a representative make-up of the EMS Council to include 20 members. Thirteen members are representatives of the various components of the EMS system with specific requirements and seven members are Commission District Consumer appointments. A memo was sent to all Board members on August 7, 2017, seeking a nomination for the above at-large seats. The EMS Council has 20 seats, 15 are currently filled. The diversity of the current board members is as follows: Caucasians: 14 (93%); African American: 1 (7%). The gender ratio (female:male) is 4:11. Countywide (LDC)

Background and Justification: The purpose of the EMS Council is to provide recommendations for improving Emergency Medical Services in Palm Beach County.

Attachments:

1. Memo to BCC requesting nominations
2. Board/Committee Applications, Ethics Acknowledgements, and resumes of each nominee
Nomination letters from Tenet Health, HCA East Florida, and Economic Council of PBC
3. List of current members
4. Resolution R2014-0100

Recommended by: Stephanie Seipke 11/16/17
Department Director Date

Legal Sufficiency: [Signature] 11/17/17
Assistant County Attorney Date

II. REVIEW COMMENTS

A. Other Department Review:

Department Director



Department of Public Safety
 Division of Emergency Management
 20 S. Military Trail
 West Palm Beach, FL 33412
 (561) 712-6400
 Fax: (561) 712-6464
 www.pbcgov.com

**Palm Beach County
 Board of County
 Commissioners**
 Paulette Burdick, Mayor
 Melissa McKinlay, Vice Mayor
 Hal R. Valeche
 Dave Kerner
 Steven L. Abrams
 Mary Lou Berger
 Mack Bernard

 County Administrator
 Verdenia C. Baker

"An Equal Opportunity
 Affirmative Action Employer"

MEMORANDUM

TO: The Honorable Mayor Paulette Burdick
 and Members of the Board of County Commissioners

FROM: Stephanie Sejnoha, Director
 Public Safety Department *sejnoha*

THRU: Jon Van Arnam, Deputy County Administrator
 Palm Beach County Administration

DATE: August 7, 2017

RE: Palm Beach County Emergency Medical Services Council

The purpose of this memo is to request a nomination for the "At Large" seat on the Emergency Medical Services Advisory Council (EMS Council). Commissioners will select one (1) Independent Hospital CEO.

Seat #18 "At Large" PBC Independent Hospital CEO

Requirements: Must be employed as a CEO of an Independent Hospital in PBC. There are six (6) independent hospitals in PBC with no associated association. Each of the six (6) CEO's were mailed a letter to inform them of the opportunity to be considered for nomination.

There are two (2) nominees for this seat:

- (1) Robbin Lee, CEO of Wellington Regional Medical Center
- (2) Roger Kirk, President and CEO of Bethesda Hospital and current EMS Advisory Council member.

Because there are two (2) nominees, the EMS Advisory Council was instructed to recommend a nominee. Roger Kirk was recommended for the Independent Hospital CEO seat by a majority vote on July 20, 2017.

➤ The term for this Seat expires as of September 30, 2017

Per Resolution No. R-2014-0100, there are specific requirements for this seat. Commissioners can either support one of the current nominees or submit an alternative name, provided the nominee meets the specific seat requirement.

The purpose of the Council is to advise and make recommendations to the Board of County Commissioners regarding Emergency Medical Services. The EMS Council has twenty (20) seats, fifteen (15) are currently filled. Thirteen (13) members are appointed at-large and seven (7) are District appointments. The diversity of the current board members is as follows: Caucasians: 14 (93%); African American: 1(7%); The gender ratio (female: male) is 4:11.

MLB

Attachment # 1
 Page 1 of 2



Attached are the Board information forms and resumes for the new candidates along with a copy of Resolution No. R-2014-0100 for informational purposes.

Please forward your recommendation to Lynette Schurter, Emergency Management, by August 18, 2017. Your recommendations will then be placed on the September 12, 2017 Board of County Commissioners meeting agenda.

Should you have questions, please contact Lynette Schurter at 561-712-6696.

cc: Bill Johnson, R.N., Director, Emergency Management
Sally Waite, EM Program Coordinator, Emergency Management

Attachments: Board Appointment Forms
Resumes
Resolution No. R-2014-010

Attachment # 1

Page 2 of 2

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION**

The information provided on this form will be used in considering your nomination. Please **COMPLETE SECTION II IN FULL**. Answer "none" or "not applicable" where appropriate. **Please attach a biography or résumé to this form.**

Section I (Department): (Please Print)

Board Name: EMS Advisory Council Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: 3 Years. From: _____ To: 9/30/20

Seat Requirement: Palm Beach County Independent Hospital CEO Seat #: 18

*Reappointment or New Appointment

or to complete the term of _____ Due to: resignation other

Completion of term to expire on: _____

*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: _____

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Kirk Roger L
Last First Middle

Occupation/Affiliation: President & Chief Executive Officer

Owner Employee Officer

Business Name: Bethesda Health

Business Address: 2815 S. Seacrest Blvd.

City & State Boynton Beach, FL Zip Code: 33436

Residence Address: 4302 Troon Lane

City & State Boynton Beach, FL Zip Code: 33436

Home Phone: () Business Phone: (561) 737-7733 Ext. 84400

Cell Phone: (561)767-0180 Fax: ()

Email Address: RLK@BHINC.org

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No X

If Yes, state the court, nature of offense, disposition of case and date: _____

Minority Identification Code: Male Female
 Native-American Hispanic-American Asian-American African-American Caucasian

Attachment # 2

Page 1 of 38

Section II Continued:

CONTRACTUAL RELATIONSHIPS: Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. **To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business.** This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks & Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
_____	_____	_____	_____
_____	_____	_____	_____
(Attach Additional Sheet(s), if necessary) OR			
NONE	<input checked="" type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input type="checkbox"/>

ETHICS TRAINING: All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment, Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>. Ethics training is on-going, and pursuant to PPM CW-P-79 is required before appointment, and upon reappointment.

By signing below I acknowledge that I have read, understand, and agree to abide by Article XIII, the Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):

- By watching the training program on the Web, DVD or VHS on 6.26 2017
- By attending a live presentation given on _____, 20____

AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

*Applicant's Signature: [Signature] Printed Name: ROGER KIRK Date: JUNE 26, 2017

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountyethics.com or contact us via email at ethics@palmbeachcountyethics.com or (561) 355-1915.

Return this FORM to:
Lynette Schurter, Palm Beach County Emergency Management
20 S. Military Trail, WPB, FL 33415

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on:

Commissioner's Signature: [Signature] Date: 8/14/17

Pursuant to Florida's Public Records Law, this document may be reviewed and photocopied by members of the public.

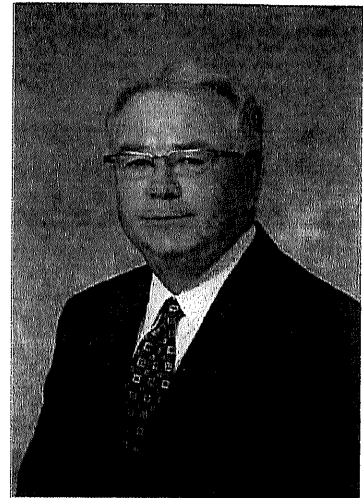
Revised 02/01/2016



BETHESDA HEALTH

Roger Lee Kirk, FACHE
President and Chief Executive Officer

Bethesda Health, Inc.
2815 South Seacrest Boulevard
Boynton Beach, Florida 33435
Phone: (561) 737-7733, x84400
Email: RLK@BHinc.org



Roger Kirk has been the President and Chief Executive Officer of Bethesda Health, Inc., since 2011, after a long tenure as Executive Vice President/Chief Operating Officer. Prior to joining Bethesda, Roger was the Vice President of the Southeast Division of Voluntary Hospitals of America (VHA), a cooperative of 900 leading not-for-profit healthcare organizations throughout the United States.

Under Roger's leadership, Bethesda Health has grown to become a comprehensive integrated healthcare organization with two hospitals: 401-bed Bethesda Hospital East and 80-bed Bethesda Hospital West. The Bethesda Health System offers a comprehensive array of healthcare services, including the Bethesda Heart Hospital, the Bethesda Orthopaedic Institute, a Comprehensive Cancer Center and the Cornell Institute for Rehabilitation Medicine, with more than 670 physicians and 2,600 employees.

Roger's professional affiliations include the following: Fellow, American College of Healthcare Executives; Board Member, Delray Beach Chamber of Commerce; Past Chairman of the Board for the Delray Beach Chamber of Commerce. Roger also serves on the Boards of the Palm Beach Economic Council; Florida Hospital Association; the Palm Beach American Heart Association and Hook-A-Kid on Golf, Florida Foundation.

Roger received a Bachelor of Science in Business Administration from Concord University, in Athens, WV, and a Master's degree in Health Care Administration from George Washington University, in Washington, DC.

Attachment # 2

Page 3 of 38



Department of Public Safety
Division of Emergency Management
20 S. Military Trail
West Palm Beach, FL 33412
(561) 712-6400
Fax: (561) 712-6464
www.pbcgov.com

**Palm Beach County
Board of County
Commissioners**
Paulette Burdick, Mayor
Melissa McKinlay, Vice Mayor
Hal R. Valeche
Dave Kerner
Steven L. Abrams
Mary Lou Berger
Mack Bernard

County Administrator
Verdenia C. Baker

*"An Equal Opportunity
Affirmative Action Employer"*

June 15, 2017

Roger Kirk, President & CEO
Bethesda Healthcare
2815 S. Seacrest Blvd.
Boynton Beach, FL 33435

RE: Palm Beach County Emergency Medical Services (EMS) Advisory Council

Mr. Kirk,

Your appointment on the Independent Hospital CEO EMS Advisory Council seat expires September 30, 2017.

The six (6) Independent Hospital CEO's will each have the opportunity to decide if they want to be considered for nomination.

Please contact me at 561-712-6696 or email lschurter@pbcgov.org as to whether you wish to be considered for reappointment and to request the paperwork needed for your nomination. A resume is required. This appointment will be good until September 30, 2020.

The requirements for the Independent Hospital CEO seat are as follows:

- ❖ Palm Beach County Independent Hospital CEO
- ❖ Palm Beach County resident
- ❖ Must possess a favorable reputation within Palm Beach County for experience and expertise in the profession of Hospital CEO
- ❖ Able to attend EMS Advisory Council meetings (6 meetings per year) held at the Emergency Operations Center, 20 S. Military Trail, WPB
- ❖ Able to serve a three (3) year term

The Board of County Commissioners ultimately makes the final determination for all EMS Advisory Council seats. All nominations must be submitted to me no later than July 3, 2017.

Respectfully,

Lynette Schurter, EMS Specialist
Division of Emergency Management

c. Bill Johnson, RN, Director
Sally Waite, EM Program Coordinator
Division of Emergency Management

Attachment # 2

Page 4 of 38

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or to complete the term of _____ Due to: resignation other

Completion of term to expire on: _____

*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: _____

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Lee Robbin
Last First Middle

Occupation/Affiliation: Chief Executive Officer
Owner Employee Officer

Business Name: Wellington Regional Medical Center

Business Address: 10101 Forest Hill Blvd.

City & State: Wellington, FL Zip Code: 33414

Residence Address: 423 Castalina Court

City & State: Jupiter Zip Code: 33478

Home Phone: () Business Phone: (561) 798-8501 Ext. _____

Cell Phone: 561-248-9503 Fax: (561) 798-8569

Email Address: Robbin.lee@uhsinc.com

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No

If Yes, state the court, nature of offense, disposition of case and date: _____

Minority Identification Code: Male Female
 Native-American Hispanic-American Asian-American African-American Caucasian

Section II Continued:

CONTRACTUAL RELATIONSHIPS: Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business. This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

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OR

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(Governmental Entity)

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By watching the training program on the Web, DVD or VHS on June 28, 20 17
 By attending a live presentation given on _____, 20____

AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

*Applicant's Signature: *Robbin Lee* Printed Name: Robbin Lee Date: 6/28/2017

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Return this FORM to:
Lynette Schurter, Palm Beach County Emergency Management
20 S. Military Trail, WPB, FL 33415

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Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: *Lynette Schurter* Date: 8-10-2017

Pursuant to Florida's Public Records Law, this document may be reviewed and photocopied by members of the public.

Revised 02/01/2016

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BOARD OF COUNTY COMMISSIONERS
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 Last First Middle
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 Owner Employee Officer
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 City & State: Wellington, FL Zip Code: 33414
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 City & State: Jupiter Zip Code: 33478
 Home Phone: () Business Phone: (561) 798-8501 Ext. _____
 Cell Phone: 561-248-9503 Fax: (561) 798-8569
 Email Address: Robbin.lee@uhsinc.com

Mailing Address Preference: Business Residence

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Section II Continued:

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_____	_____	_____	_____
_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)
OR

NONE

NOT APPLICABLE/
(Governmental Entity)

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By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

*Applicant's Signature: *Robbin Lee* Printed Name: Robbin Lee Date: 6/28/2017

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountyethics.com or contact us via email at ethics@palmbeachcountyethics.com or (561) 355-1915.

Return this FORM to:
Lynette Schurter, Palm Beach County Emergency Management
20 S. Military Trail, WPB, FL 33415

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: *Melisse McKealey* Date: 8/24/17

Pursuant to Florida's Public Records Law, this document may be reviewed and photocopied by members of the public.

Revised 02/01/2016

Robbin M. Lee, RN, MBA
423 Castalina Court
Jupiter, Florida 33478
561-248-9503
Robbin.Lee@UHSinc.com

SUMMARY

Senior executive with a diverse background in proprietary, not-for-profit, academic and community based healthcare organizations.

Possess a unique combination of business and clinical skills with proven success in the following areas:

- Organizational Transformation
- Productivity Enhancement
- Physician Integration
- Board Relations
- Strategic Visionary Leadership
- Recruitment and Retention
- Clinical Outcomes
- Construction Management
- Regulatory Compliance
- Fiscal Management

PROFESSIONAL EXPERIENCE

WELLINGTON REGIONAL MEDICAL CENTER 2-2013 – Present

Wellington, FL

Wellington Regional Medical Center is a 233 bed for-profit community hospital. The hospital serves the medical and surgical needs of Central Palm Beach County. Women's and Children's Services are a major component of the facility, as well as a Comprehensive Stroke Program, Minimally Invasive Surgical Services, Bariatrics, Hyperbaric Medicine, Regional Cancer Services and a Comprehensive Lung Program.

Chief Executive Officer

Primary responsibilities include, but not limited to, an organizational transformation from a boutique, low acuity community hospital to a high acuity tertiary care facility.

Significant Accomplishments

- 1st Quarter 2017 best financial performance in the history of the hospital
- 20% - 30% improvement in case mix index
- Constructed Neuro-Interventional Suite and designed an Advanced Neurological and Vascular Product Line
- Received Comprehensive Stroke Center designated by Florida's Agency for Health Care Administration (WRMC is one of only forty hospitals in Florida, and one of five in Palm Beach County with this advanced designation)
- Achieved Chest Pain Center with PCI and Resuscitation Accreditation (only one in Palm Beach County)
- Created Advanced Minimally Invasive Services
- Designed a Comprehensive Lung Program

- Started Intra Operative Radiation Therapy Services (IORT) – new treatment for breast cancer patients
- Expanded Women’s and Children’s Services
- Expanded surgical offerings to include Hepatobiliary procedures and Thoracic procedures
- Expanded ambulatory footprint to include a new Wellness Center and Urgent Care Center
- Received Gold Seal of Distinction for Total Hip and Total Knee Replacement Surgery
- Awarded Center of Excellence for Wound Care and Hyperbaric Medicine Center
- Achieved Center of Excellence for Bariatric Surgery Program

LAWNWOOD REGIONAL MEDICAL CENTER & HEART INSTITUTE 11/2010 – 12/2013
Fort Pierce, FL

Lawnwood Regional Medical Center & Heart Institute is a 365 bed for-profit community, acute tertiary care, Level II Trauma Center, Stroke, Cardiac, NICU III, Freestanding Psych and Rehab hospital.

Chief Operating Officer

Major responsibilities include, but are not limited to, operational management for the entire facility and administrative leadership for all major product lines; Administratively responsible for approximately 600 employees in eleven departments. Additional duties include strategic planning, physician relations, physician recruitment, interior design, construction, productivity management, space planning, disaster planning and response.

Significant Accomplishments:

- Completed design and construction of a new 12 bed Trauma Intensive Care Unit and a new 12 bed Surgical Intensive Care Unit (\$16 million project).
- Successfully implemented remote radiology reading system and new reading room design resulting in an average final reading time of 2.9 hours for contracted radiology group.
- Created three-year capital plan to address equipment obsolesces. Successfully received corporate funding for new CT scanner, new ultrasound equipment, complete automation and renovation of the clinical lab including histology and blood bank, renovation of the pharmacy to address USP 797 requirements, CVICU renovation and monitoring system upgrade and automated echocardiogram reading system.
- Completed design and AHCA approval for Level III NICU. Project scheduled for completion January 2013. Currently, the project is on-time and on-budget.
- Established operational processes to improve the working relationship between nursing and operations team. Some examples include: Operational directors rounding daily in all patient care areas to address non-nursing issues, unit based clinical pharmacist model, interdisciplinary team approach to improve Operating Room and ER performance dashboards, and EKG tech and phlebotomy support for ER. Collaboration improved patient care and HCAHPS scores. HCAHPS scores improved from 50 to 64.7. Hospital HCA ranking improved from 135th (lowest in the company) to 115th in last 3 months.

JFK MEDICAL CENTER 5/2005 – 11/2010

Atlantis, FL

JFK Medical Center is a 460 bed for-profit community, acute tertiary care, academic hospital, Comprehensive Cancer Center, Bariatric Center, and Heart and Vascular Institute. Annually, JFK has approximately 26,000 inpatient admissions, 67,000 Emergency Department visits, 10,000 + surgeries and 400 + open heart procedures. The projected total gross revenue is \$1.8 billion with net revenue of \$400 million.

Chief Operating Officer

Major responsibilities include, but are not limited to, operational management for the entire facility and administrative leadership for all major product lines; Administratively responsible for approximately 642 employees in 16 departments. Additional duties include strategic planning, physician relations, physician recruitment, interior design, construction, productivity management, space planning, disaster planning and response.

Significant Accomplishments:

- Rebuilt operations team which required replacement and recruitment of six director level positions.
- Redesigned entire Orthopedics product line resulting in a 1st year increase of 17% in major joint replacement surgeries and 24% on surgical spine procedures.
- Implemented Radiology Picture Archiving and Communication System.
- Implemented daily productivity accountability system which resulted in a current productive EEOB of 3.67 and paid EEOB of 3.92.
- Redesigned Food and Nutrition management team which produced an increase in retail revenue by 16% and a reduction in catering expenses by \$40,000.
- Created three-year capital plan to address equipment obsolescence.
- Administratively responsible for multiple construction projects which include installation of CyberKnife (\$8.2 million project), Orthopedic 26 bed addition (\$10.4 million project), Lobby renovation (\$370,000 project) and Plant Operations expansion (\$1.2 million project).
- Improvement in the Society Thoracic Surgery rating for the Cardiovascular product line from a one star to a two star rating. The rating is based on the outcomes and efficiency of efficiency of the product line. This was accomplished by the design and implementation of outcomes based on multidisciplinary rounding.
- Provided leadership for gang awareness and risk assessment for Palm Beach County hospitals.
- Past Chairperson for Palm Beach County Healthcare Emergency Coalition.
- Reorganized for Pharmacy Services which achieved a medication error rate of only 0.02% of 2.9 million annual doses dispensed.

NORTHLAKE MEDICAL CENTER 9/2002 – 5/2005

Atlanta, GA

Northlake Medical Center is a 120 bed for-profit community, acute medical/surgical hospital, 75,322 square foot medical office building, women's oncology pavilion, podiatric institute/teaching program and a freestanding ambulatory surgical center. The total gross revenue for the medical center is \$81 million with net revenue of \$43 million.

Chief Executive Officer

Primary responsibility included, but not limited to, an organizational transformation that produced higher volumes of patients by capitalizing on the available capacity, decreased the overall length-of-stay, increased community awareness and utilization of the organization's services, improved employee morale and produced financial stability. Of equal importance was the development and retention of well-respected, loyal, dedicated and supportive medical staff members. Additional strategic responsibilities included expansion of orthopedics, oncology, podiatry and general surgery product lines.

Significant Accomplishments:

- Improved financial performance (71% improvement in hospital EBDITA) by increasing adjusted admission by 20% surgical procedures by 26% decreasing overall length-of-stay by one day or 18% and decreased man-hours per adjusted admission by 11%
- Grew gross revenue by 27% and net revenue by 26% from prior year.
- Implemented daily target tracking system that is viewed by all employees. Celebrations occurred every time all the targets are met.
- After 9 years of unsuccessful attempts, a contract with Blue Cross and Blue Shield for HMO, PPO and Point of Service business was negotiated.
- Implemented a new women's Oncology product line that exceeded the hospital and physician practice Performa by 10%.
- Successfully recruited 19 physicians in one year.
- Reconstructed governing board to include diverse, educated, community-focused members.
- Completed construction of women's Oncology and Surgical Services Pavilion on time and on budget.
- Gained approval for an additional medical office building to be located on the campus.
- Secured \$9 million in capital funds for needed equipment and plant improvements.
- Negotiated purchase and replacement of 14-year old equipment that included state-of-the-art equipment such as MRI, CT Scanner, Ultrasound Machine, ICU and OR monitors, patient beds, and an ABG machine.
- Implemented hospital-wide reward and recognition program to provide immediate recognition for outstanding customer service.
- Designed new mentoring and retention program to address 64% turnover of PRN staff and 32% turnover of full and part time staff during the first year of service.
- Created 'brand awareness' with new logo, name change and marketing materials.
- After (5) five years of denied access, received approval from the Department of Transportation to install a hospital marquee on the highway entrance to the hospital.

STAMFORD HEALTH SYSTEM 1/2002 – 5/2002

Stamford, CT

The Stamford Health System is a 305 bed comprehensive, integrated healthcare system which includes the Stamford Hospital, the Tandet Center for Continuing Care, the Stamford Surgical Center, The Diagnostic Imaging Center, the Rehab Center, Visiting Nurse and Hospice Care of Southwestern Connecticut, Inc., a Hospice Residence and Edgehill Continuing Care Retirement Community. The hospital maintains five freestanding medical residency programs and is affiliated with New York Presbyterian Medical Center and Columbia University College of Physicians and Surgeons. The total gross revenue for the System is \$370 million with net revenue of \$225 million.

Senior Vice President, Operations

Major responsibilities included, but were not limited to, operational support of the Health System, Direct reports included vice presidents, managers and directors in the following areas: Family Medical Clinics, Immediate Care Center, Corporate Health Services, Cardiac Rehab, Imaging Center, Wound Care Centers, Health and Fitness Institute, Stamford-Surgical Center, Endoscopy Services, Environmental

Services, Property Management, Food and Nutrition, Facilities Management, Construction Management, Clinical Engineering, Operational and Clinical Effectiveness, Rehab Services, Hospice Care and Residence, Home Care Services, Long-Term Care and Continuing Care Retirement Community; reported directly to CEO.

Significant Accomplishments:

- Developed process based cost reduction strategy involving all significant criteria, resulting in \$7 million savings in operations.
- Reengineered clinical delivery system in Emergency Department resulting in a decrease in wait times, more efficient patient flow and increased patient satisfaction.
- Resolved a potentially dangerous situation between Administration and a select number of community Physicians involving new lease space. Accomplished through a process that included rumor management, constructive venting and renegotiating costs.
- Worked in close partnership with the Chairman of the Board in successful management of a failing 220,000 square foot construction project, resulting in timely completion and within budget.
- Developed a vision of a new paradigm for the health care delivery system requiring a shift in behavior. This resulted in support from Physicians, employees and vendors.
- Conducted a strategic assessment of parking capacity to alleviate concerns of inadequacy by the Board. Actions resulted in a favorable Board response plus an additional 100 spaces.
- Managed a \$79 million Ambulatory Center construction project, which was completed on time and within budget.

EMORY HEALTHCARE 1/1988 – 12/2001

Atlanta, GA

Emory Healthcare includes Emory University Hospital (EUH) 587 beds, Crawford Long Hospital (CLH) 583 beds and Wesley Woods Geriatric Hospital (WWGH) 100 beds. EUH includes The Center for Rehabilitation Medicine and Center for Mental Health Services which is comprised of 74 acute beds. Emory Healthcare provides all health care services including open-heart surgeries, single and multi-organ transplants, highly specialized neurological surgical procedures and state-of-the-art diagnostic testing. The Healthcare System has academic teaching facilities with interns and residents in all medical and surgical specialties. The medical staff is comprised of over 1000 Physicians. Emory Healthcare is recognized internationally for clinical excellence, innovation and research. The total gross patient revenue for Emory Hospital's is more than \$1 billion with net patient revenue of almost \$564 million.

Associate Administrator 8/1997 – 12/2001

Administratively responsible for 471 employees; annually earned total patient revenue of \$179 million. In addition to management responsibility for numerous departments at both Emory University Hospital and Crawford Long Hospital, maintained responsibility for rehab and mental health services; reported directly to CEO.

Significant Accomplishments:

- Exceeded patient revenue budget by 36% in FY 1999, an increase of 29% from the prior year. Total patient revenue increased 27% over projections at EUH and 33% from the prior year. The direct contribution to the EUH and CLH hospital's total margin was \$88.5 million and \$50.4 million, respectively. This represents a 44% increase over prior year for EUH and a 35% increase over prior year for CLH.
- Negotiated an eight (8) year strategic partnership agreement with a major global medical equipment company that produced over \$20 million dollars in savings.

- Increased admissions by 26% reduced cost per adjusted admissions by 19%, and grew the bottom line by 2% at the Center for Rehabilitation and Mental Health Services.
- Integrated Mental Health Services into the Center for Rehabilitation Medicine building that saved Emory Healthcare \$4 million in previously designed renovations.
- Lead the implementation of a system-wide picture archiving and communication systems (PACS) initiative. This is a \$16 million, eight (8) year and seven-site initiative for 316,000+ radiological images.
- Designed, implemented and monitored six (6) \$10,000 Physician performance improvement grants.
- Implemented flexible daily productivity driven staffing system in all radiology modalities, resulting in a significant reduction in operations expense.
- Actively involved in the recruitment and selection of key academic department chair positions such as Rehabilitation Medicine and Anesthesiology.
- Reduced the medical staff credentialing processing time by 20%
- Combined EUH and CLH Medical Staff Bylaws into one comprehensive document.
- Reduced the medical staff committee structure by 80% through the creation of an innovative medical practiced approach to physician performance improvement.
- Created a physician profiling system for 800+ medical staff members.
- Developed medical staff quality activities and peer review committees for each of the 17 medical staff departments.
- Implemented a successful hospital performance improvement program with major emphasis on medical staff committee activities. Additionally developed a system to collect performance improvement data for every member of the medical staff.
- Presented numerous reports to the Board, including information that was a major part of the negotiations and decision to joint venture with HCA.
- Participated in a \$270 million redevelopment project that created a new comprehensive, state-of-the-art diagnostic and treatment center with a sixteen-story medical office building.
- Initiated a program to enhance the relationship with Emory Radiology School resulting in significant increases in the number of students that graduated and new graduate hires.
- Realizing the impact of the working environment on the retention of employees, designed a new aesthetic, ergonomic efficient work environment resulting in extremely low turnover rate in Radiology.
- Participated in the development and implementation of 60+ clinical pathways.
- Implemented criteria-based utilization review process, resulting in a Medicare denial rate of less than 5%. Previously, the denial rate resulted in three areas of focus review by Medicare.
- Improved patients' function status scores by 2% in the Center for Rehabilitation Medicine.
- Managed planning and transition of the totally new film-less, state-of-the-art Radiology department covering 51,165 total gross square feet.
- Managed 12 years of hospital's accreditation survey preparation without any Type 1 recommendations.
- Lead 10 state complaint investigation surveys with no adverse findings.
- Received approval on (6) six Certificate-of-Need application submittals.

**CENTER FOR REHABILITATION MEDICINE AND MENTAL HEALTH SERVICES
Administrator 1996 – 2001**

Operational accountability for the 20 medical acute psychiatric beds, 56 acute rehabilitation beds, day rehabilitation program, inpatient and outpatient therapies, physical therapy, occupational therapy, vocational therapy, therapeutic recreation, speech therapy and a balance and dizziness center.

EMORY HEALTHCARE

Assistant Administrator, 1995 – 1996

CRAWFORD LONG HOSPITAL

Assistant Administrator for Quality, 1994 – 1995

Director, Quality Management, 1993 – 1994

Director, Quality Monitoring, 1988 – 1993

PAULDING MEMORIAL MEDICAL CENTER (PMMC) 1987 – 1988

Dallas, GA

PMMC is a 50 bed rural hospital delivering general medical/surgical, ICU, ER and Skilled Nursing Home care.

Director, Quality Assurance and Utilization Review

Responsibilities included the development and implementation of traditional quality assurance and utilization review activities.

STAFF / CLINICAL EXPERIENCE

Charge Nurse, Emergency Room, Paulding Memorial Medical Center, Dallas, GA
1987 – 1988

Coordinator, Quality Assurance, Georgia Baptist Medical Center; Atlanta, GA
1986 – 1987

Patient Relations Coordinator, Risk Management, Georgia Baptist Medical Center, Atlanta, GA
1985 – 1986

Charge Nurse, Parkway Regional Hospital; Lithia Springs, GA
1984 – 1985

Unit Nurse, Georgia Baptist Medical Center, Atlanta, GA
1983 – 1984

EDUCATION

Masters in Business Administration

Goizueta Business School, Emory University, Atlanta, GA May 2000

Bachelor of Science in Business Administration, Magna cum Laude

Shorter College, Rome, GA July 1998

Diploma in Nursing

Georgia Baptist Hospital School of Nursing, Atlanta, GA June 1983

PROFESSIONAL LICENSURE

Registered Nurse, State of Georgia

Certificate of Advanced Training in Healthcare Quality

PROFESSIONAL ASSOCIATIONS & AFFILIATIONS

American Heart Association, Palm Beach Market Stroke Sponsor

Palm Beach County March for Babies, Sponsor

Boys & Girls Club of Palm beach County, Wellington Chapter, Sponsor

American Cancer Society, Relay For Life, Sponsor

Arthritis Foundation of Palm Beach County, Sponsor

International Polo Club, Sponsor

Winter Equestrian Festival, Sponsor

T. Leroy Jefferson Medical Society, Sponsor
American College of Healthcare Executives
Women's Healthcare Executive Association
Healthcare Business Women's Association
National Association for Healthcare Quality
Georgia Hospital Association

CURRENT COMMUNITY APPOINTMENTS

American Heart Association, Palm Beach County Executive Leader
American Heart Association, Palm Beach Market Board Chairperson 2016/2017
American Heart Association, Palm Beach Market Heart Walk Chairperson 2016
Central Palm Beach County Chamber of Commerce, Executive Board Chairperson-Elect 2017
Central Palm Beach County Chamber of Commerce, Managing Board of Directors
Central Palm Beach County Chamber of Commerce, Strategic Planning Council
Business Development Board of the Palm Beaches
Wellington Chamber of Commerce
Wellington Community Foundation, Chairperson-Elect 2017
Palm Beach County Medical Society Service Board

PREVIOUS COMMUNITY BOARD APPOINTMENTS

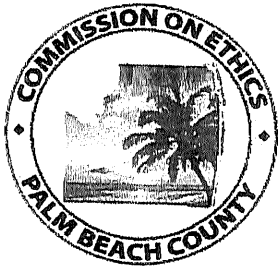
St. Lucie County United Way Board
St. Lucie County Chamber of Commerce Board
Partners Against Domestic Violence Board
Tucker Business Association Board
Senior Friends Life Enrichment Board, Tucker, GA
Side-By-Side Brain Injury Center Board
Emory Golf and Tennis Challenge Board

HONORS / AWARDS

Central Palm Beach County Community Foundation Women of Worth Award – Corporate Category 2016
Palm Beach County Medical Society, Bruce Rendina Professionals Award to Robbin Lee 2016
UHS Chairman's Council Award
UHS Service Excellence Award for Acute Care Division
2001 *Modern Healthcare Up & Comers, Nominee*
2001 *Leadership Gwinnett, Nominee*
Crystal Eagle for Outstanding Leadership, December 2000
1998 *International Healthcare Emerging Leader Award, Nominee, The Healthcare Forum*
1997 *International Healthcare Emerging Leader Award, Nominee, The Healthcare Forum*
Team Leadership Award, July 1997

PUBLICATIONS

Co-authored Book Chapter "Developing Organizations by Developing Individuals." The 21st Century Healthcare Leader. Jossey-Bass Publishers. 1999



Honesty - Integrity - Character

**PALM BEACH COUNTY
CODE OF ETHICS
TRAINING ACKNOWLEDGEMENT**

Legal Name: Robbin Lee (Please print clearly)

Employee Identification Number: _____

Agency/Municipality: _____ Dept/Board: _____

By signing this acknowledgement, I am attesting that I have done the following:

Read the Palm Beach County Code of Ethics Ordinance (Ctrl+Click to follow link)

AND

Have completed additional training by viewing one of the following:

The Code of Ethics Training Program on the Intranet/Internet. (Ctrl+Click to follow link)

The Code of Ethics Training Program on YouTube. (Ctrl+Click to follow link)

The Code of Ethics Training Program on DVD.

A live presentation given on _____, 20__.

I understand that I am responsible for understanding and abiding by the Palm Beach County Code of Ethics as I conduct my assigned duties during my term of employment. I also understand that the information in this policy is subject to change. Policy changes will be communicated to me by my supervisor or through official notices.

Robbin Lee
(Legal Signature)

6/29/17
(Date)

Officials and Employees: Submit signed forms according to your agency's policy
Advisory Board Members: Submit signed forms to Appropriate Advisory Board Representative

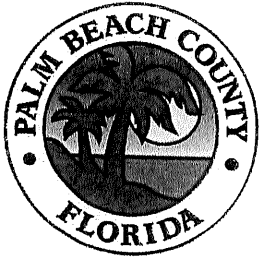
**PLEASE SUBMIT THIS FORM TO APROPRIATE PARTY AS HIGHLIGHTED ABOVE
PLEASE DO NOT SUBMIT THIS FORM TO THE COMMISSION ON ETHICS**

300 North Dixie Highway, Suite 450, West Palm Beach, FL 33401
PHONE: 561.355-1915 FAX: 561.355-1904
Hotline: 877.766.5920 E-mail: ethics@palmbeachcountyethics.com
Website: www.palmbeachcountyethics.com

Rev. 01/2017

Attachment # 2

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Department of Public Safety
 Division of Emergency Management
 20 S. Military Trail
 West Palm Beach, FL 33412
 (561) 712-6400
 Fax: (561) 712-6464
www.pbcgov.com

**Palm Beach County
 Board of County
 Commissioners**
 Paulette Burdick, Mayor
 Melissa McKinlay, Vice Mayor
 Hal R. Valeche
 Dave Kerner
 Steven L. Abrams
 Mary Lou Berger
 Mack Bernard

County Administrator
 Verdenia C. Baker

*"An Equal Opportunity
 Affirmative Action Employer"*

June 15, 2017

Robbin Lee, CEO
 Wellington Regional Medical Center
 10101 Forest Hill Blvd
 Wellington, FL 33414

RE: Palm Beach County Emergency Medical Services (EMS) Advisory Council

Ms. Lee,

The appointment to the Independent Hospital CEO EMS Advisory Council seat expires September 30, 2017. The position is currently filled by Roger Kirk, Bethesda Health, who was appointed May 16, 2014.

On January 14, 2014, the PBC Board of County Commissioners (BCC) amended the EMS Advisory Council Resolution #73-162 to reflect changes to the composition of the EMS Advisory Council. The new Resolution #2014-010 established a total of three (3) hospital CEO seats. The three (3) seats will represent one (1) Independent Hospital CEO, one (1) HCA Hospital CEO and one (1) Tenet Hospital CEO. This new Resolution allows HCA, Tenet and the Independent hospitals to have the opportunity to nominate a CEO. If you would like to be considered for nomination, please contact me at 561-712-6696 or email lschurter@pbcgov.org to request the paperwork needed for you to complete. Resumes are required. The term for this appointment will be good until September 30, 2020.

The requirements for the Independent Hospital CEO seat are as follows:

- ❖ Palm Beach County Independent Hospital CEO
- ❖ Palm Beach County resident
- ❖ Must possess a favorable reputation within Palm Beach County for experience and expertise in the profession of Hospital CEO
- ❖ Able to attend EMS Advisory Council meetings (6 meetings per year) held at the Emergency Operations Center, 20 S. Military Trail, WPB
- ❖ Able to serve a three (3) year term

The Board of County Commissioners ultimately makes the final determination for all EMS Advisory Council seats. All nominations must be submitted to me no later than July 3, 2017.

Respectfully,

Lynette Schurter, EMS Specialist
 Division of Emergency Management

- c. Bill Johnson, RN, Director
 Sally Waite, EM Program Coordinator
 Division of Emergency Management

Attachment # 2

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**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION**

The information provided on this form will be used in considering your nomination. Please COMPLETE SECTION II IN FULL. Answer "none" or "not applicable" where appropriate. Please attach a biography or résumé to this form.

Section I (Department): (Please Print)

Board Name: EMS Advisory Council Advisory Not Advisory

At Large Appointment or District Appointment / District #: _____

Term of Appointment: 3 Years. From: _____ To: 9/30/20

Seat Requirement: Palm Beach County HCA Hospital CEO Seat #: 19

*Reappointment or New Appointment

or to complete the term of _____ Due to: resignation other
Completion of term to expire on: _____

*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: _____

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Melby Gina _____
Last First Middle

Occupation/Affiliation: Chief Executive Officer
Owner Employee Officer

Business Name: JFK Medical Center

Business Address: 5301 S. Congress Ave.

City & State: Atlantis, FL Zip Code: 33462

Residence Address: 135 Remo Place

City & State: Palm Beach Gardens, FL Zip Code: 33418

Home Phone: (561) 799-2979 Business Phone: (561) 548-3850 Ext. _____

Cell Phone: (561) 385-6904 Fax: ()

Email Address: Gina.melby@hcahealthcare.com

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No _____
If Yes, state the court, nature of offense, disposition of case and date: _____

Minority Identification Code: Male Female
 Native-American Hispanic-American Asian-American African-American Caucasian

Section II Continued:

CONTRACTUAL RELATIONSHIPS: Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business. This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks & Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
_____	_____	_____	_____
_____	_____	_____	_____
(Attach Additional Sheet(s), if necessary)			
OR			
NONE <input type="checkbox"/>		NOT APPLICABLE/ (Governmental Entity) <input type="checkbox"/>	

ETHICS TRAINING: All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment, Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>. Ethics training is on-going, and pursuant to PPM CW-P-79 is required before appointment, and upon reappointment.

By signing below I acknowledge that I have read, understand, and agree to abide by Article XIII, the Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):

By watching the training program on the Web, DVD or VHS on June 28 2017
 By attending a live presentation given on _____, 20____

AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

*Applicant's Signature: *Gina Melby* Printed Name: Gina Melby Date: 6-28-17

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountyethics.com or contact us via email at ethics@palmbeachcountyethics.com or (561) 355-1915.

Return this FORM to:
 Lynette Schurter, Palm Beach County Emergency Management
 20 S. Military Trail, WPB, FL 33415

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

Pursuant to Florida's Public Records Law, this document may be reviewed and photocopied by members of the public.

Revised 02/01/2016



JFK MEDICAL CENTER

Gina Melby
Chief Executive Officer

Gina Melby is the Chief Executive Officer of JFK Medical Center, a 486-bed acute care facility in Palm Beach County, part of the HCA East Florida Division. In the heart of Palm Beach County, JFK Medical Center encompasses a broad range of service lines, including Cardiac, Oncology, Neurosciences, Orthopedics, Bariatrics and Women's Services. JFK is the leader in Emergency Care within the county, treating over 133,000 patients annually.

Gina started her career as a licensed Physical Therapist, where she earned her degree at the University of Miami. She continued to grow in her career and became a Director of Rehabilitation at University Hospital, Tamarac, FL. Gina had an interest to pursue operations and was promoted to COO at Northwest Medical Center in 1995. She then obtained her Master's degree at Nova University in Masters of Science/Medical Management.

In 1997, she was promoted to CEO at Northwest Medical Center, Margate, FL. and continued in this role until 2004. In May 2004, Gina was promoted to CEO of JFK Medical Center and has served in this role for 13 years. Gina has recently celebrated 33 years with HCA.

Gina is deeply committed to active involvement in the local, business and healthcare communities, and supports The American Cancer Society, The United Way Foundation and local Chambers of Commerce. She is actively involved in The American Heart Association and has served as the Heart Walk Chair for several years. JFK employees have led the way in raising the most money for the Heart Walk under Gina's leadership, over the past 5 years. Gina also serves as Chair of the Business Development Board of Palm Beach County and has been appointed by the Palm Beach County Board of Commissioners to the EMS Advisory Board.

5301 S. Congress Ave. • Atlantis, FL 33462 • JFKMC.com • 561-965-7300

Attachment # 2

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An HCA affiliate

East Florida Division
450 East Las Olas Boulevard #1100
Ft. Lauderdale, Florida 33301

P 954-767-5700
F 954-767-9522

June 21, 2017

Emergency Operations Center
Attn: Ms. Lynette Schurter
20 S. Military Trail
West Palm Beach, FL 33412

Re: Reappointment: Gina Melby

I am pleased to reappoint Gina Melby, JFK Chief Executive Officer, as a member of the Palm Beach County EMS Advisory Council. Gina meets all the necessary requirements and will continue to serve the council with utmost integrity.

Please do not hesitate to contact me if you have further questions or concerns.

Sincerely,



Michael G. Joseph
President

MGJ:mcm

Attachment # 2

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Department of Public Safety
 Division of Emergency Management
 20 S. Military Trail
 West Palm Beach, FL 33412
 (561) 712-6400
 Fax: (561) 712-6464
www.pbcgov.com



**Palm Beach County
 Board of County
 Commissioners**
 Paulette Burdick, Mayor
 Melissa McKinlay, Vice Mayor
 Hal R. Valeche
 Dave Kerner
 Steven L. Abrams
 Mary Lou Berger
 Mack Bernard

County Administrator
 Verdenia C. Baker

*"An Equal Opportunity
 Affirmative Action Employer"*

June 15, 2017

Michael Joseph, Division CEO
 HCA-East Florida Region
 450 E. Los Olas Blvd. #100
 Ft. Lauderdale, FL 33301

RE: Palm Beach County Emergency Medical Services (EMS) Advisory Council

Mr. Joseph,

The appointment to the HCA Hospital CEO EMS Advisory Council seat expires September 30, 2017. The position is currently filled by Gina Melby, JFK Medical Center, who was appointed May 06, 2014.

Please notify the EMS Office in writing on letterhead by July 3, 2017 as to whether you wish to reappoint Gina Melby, or if you wish to assign a new appointment. This appointment will be good until September 30, 2020.

The requirements for the HCA Hospital CEO seat are as follows:

- ❖ Palm Beach County HCA Hospital CEO
- ❖ Palm Beach County resident
- ❖ Must possess a favorable reputation within Palm Beach County for experience and expertise in the profession of Hospital CEO
- ❖ Able to attend EMS Advisory Council meetings (6 meetings per year) held at the Emergency Operations Center, 20 S. Military Trail, WPB
- ❖ Able to serve a three (3) year term

The Board of County Commissioners ultimately makes the final determination for all EMS Advisory Council seats. If you should have any questions regarding this request, please do not hesitate to contact me at (561) 712-6696 or lschurter@pbcgov.org

Sincerely,

Lynette Schurter, EMS Specialist
 Division of Emergency Management

Attachment: Attendance Record for Gina Melby
 EMS Advisory Council Resolution

- c. Bill Johnson, RN, Director
 Sally Waite, EM Program Coordinator
 Division of Emergency Management

Attachment # 2

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Attendance Record for Gina Melby

2014

Present: May, July, November

Absent: September

2015

Present: January, May, September, November

Absent: March

(No July meeting)

2016

Present: January, March, May, September,

Absent: July, November

2017

Present: January, May

Absent: March

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION**

The information provided on this form will be used in considering your nomination. Please COMPLETE SECTION II IN FULL. Answer "none" or "not applicable" where appropriate. Please attach a biography or résumé to this form.

Section I (Department): (Please Print)

Board Name: EMS Advisory Council Advisory Not Advisory
 At Large Appointment or District Appointment /District #: _____
 Term of Appointment: 3 Years. From: _____ To: 9/30/20
 Seat Requirement: Palm Beach County Tenet Hospital Seat #: 20
 *Reappointment or New Appointment
 or to complete the term of _____ Due to: resignation other
 Completion of term to expire on: _____

*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: _____

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Finley-Hazle Gabrielle
 Last First Middle
 Occupation/Affiliation: Chief Executive Officer
 Owner Employee Officer
Business Name: St. Mary's Medical Center & Palm Beach Children's Hospital
Business Address: 901 45th St.
 City & State West Palm Beach, FL Zip Code: 33407
Residence Address: 11091 Rockledge View Dr.
 City & State West Palm Beach, FL Zip Code: 33412
 Home Phone: () Business Phone: (561) 882-6118 Ext. _____
 Cell Phone: () Fax: ()
 Email Address: Gabrielle.finley@tenethealth.com

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No

If Yes, state the court, nature of offense, disposition of case and date: _____

Minority Identification Code: Male Female
 Native-American Hispanic-American Asian-American African-American Caucasian

Attachment # 2

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Section II Continued:

CONTRACTUAL RELATIONSHIPS: Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business. This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
Example: (R#XX-XX/PO.XX)	Parks & Recreation	General Maintenance	10/01/00-09/30/2100
_____	_____	_____	_____
_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)
OR

NONE

NOT APPLICABLE/
(Governmental Entity)

ETHICS TRAINING: All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment, Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>. Ethics training is on-going, and pursuant to PPM CW-P-79 is required before appointment, and upon reappointment.

By signing below I acknowledge that I have read, understand, and agree to abide by Article XIII, the Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):

By watching the training program on the Web, DVD or VHS on July 11, 2017
By attending a live presentation given on _____, 20____

AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

*Applicant's Signature: _____

Printed Name: Gabrielle Finley-Hazle Date: 7/11/2017

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountyethics.com or contact us via email at ethics@palmbeachcountyethics.com or (561) 355-1915.

Return this FORM to:

Lynette Schurter, Palm Beach County Emergency Management
20 S. Military Trail, West Palm Beach, FL 33415

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____

Date: _____

Pursuant to Florida's Public Records Law, this document may be reviewed and photocopied by members of the public.

Revised 02/01/2016

Gabrielle Finley-Hazle



Gabrielle Finley-Hazle serves as chief executive officer (CEO) of St. Mary's Medical Center and the Palm Beach Children's Hospital, overseeing the strategic, operational and clinical activities for the 464-bed acute care hospital, children's hospital, inpatient rehabilitation hospital, and trauma center.

Under her leadership, the hospital has continued to build on its award-winning programs recognized for clinical excellence. In Finley-Hazle's first year as CEO, the hospital's Comprehensive Stroke Center received the American Heart and Stroke Association's Get with the Guidelines Gold Plus Target: Stroke Honor Roll-Elite Plus Quality Achievement Award, the organization's highest distinction for stroke care. Additionally, The Birthplace at St. Mary's Medical Center earned the 2016 Labor and Delivery Excellence Award from Healthgrades®, placing them among the top 10% in the nation for maternity services. Most recently, the hospital received The Joint Commission Disease Specific Certification in Spine Surgery, the first hospital in the county to receive this special designation for spine care excellence.

Previously, Finley-Hazle served as CEO of Florida Medical Center (FMC), which has been recognized for its key service lines, including being ranked among the Top 10% in the Nation for Cardiology Services by Healthgrades® and being designated as an Elite Plus Hospital for the treatment of Strokes by the American Heart and Stroke Association. Finley-Hazle worked with the hospital team to open the company's first hybrid operating suite, as well as the region's first Aortic Disease Institute. She also led the launch of the award-winning Comprehensive Stroke Center at FMC and the region's first freestanding emergency department.

Prior to joining Tenet, Finley-Hazle served as an administrative officer of a large 716 bed acute care medical center, children's hospital and trauma center, as well as CEO of a large multi-specialty physician group practice. Finley-Hazle completed an administrative fellowship at Carolinas Healthcare System as well as externships and consulting engagements at Cayuga Heights Medical Center, Arnot-Ogden Medical

Center, the New York State Department of Health and Cornell Cooperative Extension.

Finley-Hazle has earned many local and national awards, including Legacy's 2015 Corporate Executive of the Year and Becker's Hospital Review Top 25 Hospital and Health System Leaders Under 40 in 2013 and 2014. She has also been named one of South Florida Business Journal's Power Leaders in 2015 and 2016, Becker's Hospital Review "Top 25 Rising Stars in Healthcare," South Florida Business Journal's Top 40 under 40, Legacy's Most Influential Women in Business, and the Lauderhill Regional Chamber of Commerce 2015 Woman of the Year.

As a native of South Florida, Finley-Hazle participates in various community initiatives and serves in leadership roles in several community organizations. She recently served as the chair for the South Florida Hospital & Healthcare Association EMS task force and is a member of the National Association of Health Services Executives.

Finley-Hazle earned two degrees from Cornell University; a master's degree in Healthcare Administration and a bachelor of science degree in Human Biology, Health and Society.



5810 Coral Ridge Drive
Suite 300
Coral Springs, FL 33076
tel: 954.509.3600
www.tenethealth.com

May 15, 2017

Lynette Schurter, EMS Specialist
Division of Emergency Management
20 S. Military Trail
West Palm Beach, FL 33412

Dear Ms. Schurter:

Thank you for your letter dated May 11, 2015 notifying me that Jeffrey Welch has been removed from the Palm Beach County EMS Advisory Council.

In his place I would like to recommend Gabrielle Finley-Hazle, CEO, St. Mary's Medical Center & Palm Beach Children's Hospital, fulfill the remainder of Jeffrey Welch's term which is scheduled to end September 30, 2017, and to fulfill the additional three (3) year term.

Please let me know if you need any further information.

Sincerely,


Marsha Powers, CEO
Tenet Coastal Division

cc: Gabrielle Finley-Hazle, CEO St. Mary's Medical Center & Palm Beach Children's Hospital

Attachment # 2

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Department of Public Safety
Division of Emergency Management
20 S. Military Trail
West Palm Beach, FL 33412
(561) 712-6400
Fax: (561) 712-6464
www.pbcgov.com

■

**Palm Beach County
Board of County
Commissioners**
Paulette Burdick, Mayor
Melissa McKinlay, Vice Mayor
Hal R. Valeche
Dave Kerner
Steven L. Abrams
Mary Lou Berger
Mack Bernard

County Administrator
Verdenia C. Baker

*"An Equal Opportunity
Affirmative Action Employer"*

May 11, 2017

Marsha Powers, Senior Vice President
Tenet Healthcare
5810 Coral Ridge Drive, Suite 300
Coral Springs, FL 33076

RE: Palm Beach County Emergency Medical Services Advisory Council

Dear Ms. Powers, on February 9, 2016, Palm Beach Gardens Medical Center Chief Executive Officer (CEO) Jeffrey Welch was appointed to the Palm Beach County Emergency Medical Services Advisory Council to represent the Tenet Hospital CEO seat.

On April 13, 2017, I received an email from Janice Berry who is the Executive Assistant to Jeffrey Welch and she stated that Mr. Welch will be moving to Boston and will no longer be able to serve on the EMS Advisory Council.

This seat is now open for a new candidate for Tenet Healthcare to select. The selected candidate would fulfill Mr. Welch's term scheduled to end as of September 30, 2017 and they would be eligible to be nominated for the following three (3) year term.

The requirements for the Tenet Hospital CEO seat are as follows:

- ❖ Palm Beach County Tenet Hospital CEO
- ❖ Palm Beach County resident
- ❖ Must possess a favorable reputation within Palm Beach County for experience and expertise in the profession of Hospital CEO
- ❖ Able to attend EMS Advisory Council meetings (6 meetings per year) held at the Emergency Operations Center, 20 S. Military Trail, WPB
- ❖ Able to serve a three (3) year term

Attachment # 2

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When you have selected a candidate to fulfill Mr. Welch's term, please contact me so that I can forward the required paperwork to the candidate. I would like to receive a nomination by May 27, 2017.

Please be advised the Board of County Commissioners ultimately makes the final determination for all EMS Advisory Council seats. If you should have any questions regarding this request, please do not hesitate to contact me at (561) 712-6696 or lschurter@pbcgov.org.

Sincerely,

Lynette Schurter, EMS Specialist
Division of Emergency Management

c. Bill Johnson, RN, Director
Division of Emergency Management

Sally Waite, EM Program Coordinator
Division of Emergency Management

Attachment # 2

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**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION**

The information provided on this form will be used in considering your nomination. Please COMPLETE SECTION II IN FULL. Answer "none" or "not applicable" where appropriate. Please attach a biography or résumé to this form.

Section I (Department): (Please Print)

Board Name: EMS Advisory Council **Advisory** **Not Advisory**

At Large Appointment **or** District Appointment /District #: _____

Term of Appointment: 3 Years. From: _____ To: _____

Seat Requirement: PBC Emergency Medical Services Providers Seat #: 5

*Reappointment **or** New Appointment

or to complete the term of _____ Due to: resignation other

Completion of term to expire on: _____

***When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: _____**

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Fuller Brian _____
Last First Middle

Occupation/Affiliation: Assistant Fire Chief

Owner Employee Officer

Business Name: Greenacres Fire Rescue

Business Address: 2995 S. Jog Rd.

City & State Greenacres, FL Zip Code: 33463

Residence Address: 5014 Manchia Drive

City & State Lake Worth, Florida Zip Code: 33463

Home Phone: (561) 801-3263 Business Phone: (561) 642-2146 Ext. _____

Cell Phone: (561) 801-3263 Fax: (561) 642-2109

Email Address: BFuller@greenacresfl.gov

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No

If Yes, state the court, nature of offense, disposition of case and date: _____

Minority Identification Code: Male Female
 Native-American Hispanic-American Asian-American African-American Caucasian

Section II Continued:

CONTRACTUAL RELATIONSHIPS: Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. **To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business.** This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>Example: (R#XX-X/PO.XX)</u>	<u>Parks & Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
<u>PLEASE SEE ATTACHED</u>	_____	_____	_____
(Attach Additional Sheet(s), if necessary) OR			
NONE	<input type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input type="checkbox"/>

ETHICS TRAINING: All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment, Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>. Ethics training is on-going, and pursuant to PPM CW-P-79 is required before appointment, and upon reappointment.

By signing below I acknowledge that I have read, understand, and agree to abide by Article XIII, the Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):

By watching the training program on the Web, DVD or VHS on July 26 2017
 By attending a live presentation given on _____, 20____

AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

*Applicant's Signature: Brian Fuller Printed Name: BRIAN FULLER Date: July 26, 2017

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountyethics.com or contact us via email at ethics@palmbeachcountyethics.com or (561) 355-1915.

Return this FORM to:
 Palm Beach County Emergency Management, ATT: Lynette Schurter
 20 S. Military Trail, West Palm Beach, FL 33415

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

Pursuant to Florida's Public Records Law, this document may be reviewed and photocopied by members of the public.

Revised 02/01/2016

**B.S. ORGANIZATIONAL MANAGEMENT – PALM BEACH ATLANTIC UNIVERSITY
A.S. EMERGENCY MEDICAL SERVICE – PALM BEACH STATE COLLEGE**

Assistant Fire Chief, City of Greenacres Fire Rescue – current

Vice President, Association of EMS Providers Palm Beach County - current

23 Years of professional experience and knowledge in firefighting and administration with 10 years as a Chief Officer at Palm Beach Fire Rescue (An ISO Class 1 department).

- Detailed oriented, well organized, energetic, good communication skills and adapt well to new environments
- Passion for the fire service. Skills and knowledge areas include:
 - Budget Management
 - ISO Coordination and Management
 - Fire Accreditation Management
 - Asset Management
 - Purchasing Guidelines and Management
 - Mutual Aid Agreements
- Maintenance Contracts
- Personnel Management and Supervision
- Command Staff Operations
- Leading, Directing, and Controlling Firefighters
- Fire Suppression
- Rescue Operations
- Emergency Medical Services
- Federal, State, Local Grant Management
- Public Education
- Safety and Training
- NIMS Certified all Levels
- Emergency Management
- Public Administration

Firefighting Experience

Firefighter Paramedic, Palm Beach Fire Rescue

July 1994 – January 2004

Responsible for providing protection of life and property. Work activities involve fire prevention, fire suppression, rescue, public education, and advanced and basic life support emergency medical services; drive and operate emergency vehicles; use appropriate safety equipment under extremely hazardous conditions.

Paramedic Lieutenant, Palm Beach Fire Rescue

January 2004 – June 2004

Supervisory position responsible for leading, directing, coordinating, and controlling Firefighters and Driver/Operators during emergency and non-emergency duty related activities. This is a station officer position responsible for the protection of life and property through fire prevention, fire suppression, rescue, and emergency medical services.

Division Chief of EMS, Palm Beach Fire Rescue

June 2004 – February 2008

Appointed managerial and supervisory position. The Division Chief position shall operate as a part of the Fire-Rescue Chief's "Command Staff". The Division Chief is responsible for the overall management and supervision of personnel in an assigned division. These positions work under the direct supervision of an Assistant Chief and will fill-in as an Assistant Chief as required.

Division Chief of Training and Safety, Palm Beach Fire Rescue

February 2008 – June 2008

Appointed managerial and supervisory position. The Division Chief position shall operate as a part of the Fire-Rescue Chief's "Command Staff". The Division Chief is responsible for the overall management and supervision of personnel in an assigned division. These positions work under the direct supervision of an Assistant Chief and will fill-in as an Assistant Chief as required.

Assistant Fire Chief of Administration, Palm Beach Fire Rescue

June 2008 – October 2011

Assist the Fire-Rescue Chief and Personnel Director to test and evaluate candidates for employment as Firefighter/EMT's and Firefighter/Paramedics. ISO and Fire Accreditation Manager. Management of all department property including vehicles, equipment, buildings, and grounds; general supervision over administration activities, fire prevention, and vehicle and station maintenance. Be the Department's liaison to the Town's Purchasing Department and assist the Purchasing Director to review bids and quotes from vendors and contractors for new equipment and station repairs. Supervise all fire-rescue department contracts involving buildings, appliances, vehicles, and equipment. Maintain an inventory list of all accountable property assigned to the Fire-Rescue Department and supervise the annual audit of all accountable property. Authorize the implementation of Mutual Aid Agreements that are in place with other communities in Palm Beach County.

Division Chief of EMS, Palm Beach Fire Rescue

October 2011 – December 2014

Fire-Rescue Division Chief is an appointed managerial and supervisory position. The Division Chief position shall operate as a part of the Fire-Rescue Chief's "Command Staff". The Division Chief is responsible for the overall management and supervision of personnel in an assigned division. These positions work under the direct supervision of an Assistant Chief and will fill-in as an Assistant Chief as required.

Adjunct Faculty, Palm Beach State College

1999- April 2013

Educator in EMS, Fire, and Paramedic programs. Lead Instructor for the EMT-B program.

Assistant Fire Chief, City of Greenacres Fire Rescue

September 2016 – Present

Highly responsible management work planning, coordinating, directing, and managing Fire Suppression, Fire Prevention and Emergency Medical Services operations; assists in coordinating department activities with other City departments and outside agencies

Key Contributions and Awards

- Raymond J. Kunkel Award for heroic or meritorious service to the Town of Palm Beach
- 2007 Distinguished EMS Service Award presented by the Association of EMS Providers Palm Beach County
- Numerous commendations for service throughout career

Education & Credentials

- Bachelor of Science Degree in Organizational Management, Palm Beach Atlantic University, Palm Beach, Florida 2013
Graduated Magna Cum Laude and received the Leadership Award from the Catherine T. MacArthur School of Leadership
- Associates of Science Degree in Emergency Medical Services, Palm Beach State College, Lake Worth, Florida 2005
- National Emergency Training Center / National Fire Academy Graduate
Hot Topics in Emergency Medical Services program
- Certified Fire Officer I, Bureau of Fire Standards and Training, State of Florida
- Vice President, Association of EMS Providers, Palm Beach County

Attachment # 2

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Relationship	Contract/Transaction No.	Department/Division	Description of Services	Term
Employer	R 2016-1911	Palm Beach County Emergency Medical Services	COPCN	1/1/2017-12/31/2017
Employer	cannot determine	Palm Beach County Emergency Medical Services	EMS Grant	5/12/2017-5/11/2022
Employer	R 2015-0919	Palm Beach County Communications	Dispatch Services for Fire Rescue	through 2018
Employer	cannot determine	Palm Beach County Emergency Management	Palm Beach County Emergency Shelters	Cannot determine
Employer	cannot determine	Palm Beach County Fire Rescue	Use of Regional Training Center	8/28/2015 - 8/27/2020
Employer	cannot determine	Palm Beach County Fire Rescue	Palm Beach County Mutual Aid MOU	Ongoing

No individual relationships exist



**Department of Public Safety
Division of Emergency Management**

20 South Military Trail
West Palm Beach, FL 33415
(561) 712-6470
FAX: (561) 712-6490
www.pbcgov.com



**Palm Beach County
Board of County
Commissioners**

- Paulette Burdick, Mayor
- Melissa McKinlay, Vice Mayor
- Hal R. Valeche
- Dave Kerner
- Steven L. Abrams
- Mary Lou Berger
- Mack Bernard

County Administrator

Verdenia C. Baker

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Official Electronic Letterhead

MEMORANDUM

TO: EMS Providers Association,
Tom McCarthy, Brian Fuller, Dan Millstone,
Andrew Lezza, John Meskiel

FROM: Lynette Schurter, EMS Specialist
Division of Emergency Management

DATE: March 7, 2017

RE: EMS Advisory Council new seat – EMS Providers Seat

On December 6, 2016, the Board of County Commissioners (BCC) approved Resolution 2016-1824 to add the seat of Palm Beach County (PBC) Emergency Medical Services (EMS) Providers Association to the PBC EMS Advisory Council. This seat is considered an "At Large" seat and will require a nomination from the EMS Providers Association.

The qualifications are as follows:

- Must possess a favorable reputation within Palm Beach County for experience and expertise in the profession of EMS Provider.
- Must be a resident of Palm Beach County.
- Must be able to commit to a three (3) year term.

Once the EMS Providers Association has decided on a nominee, you will forward that information to me and I will prepare the paperwork for the nominee to complete and start the process of having them approved by the BCC. In your consideration of our next EMS Council member please be reminded of our goals for a more diverse EMS Council to match our County population.

cc: Sally Waite

Attachment # 2

Page 37 of 38



ASSOCIATION OF THE EMS PROVIDERS
PALM BEACH COUNTY CHAPTER

Executive Board

Tom McCarthy, President
Riviera Beach Fire Rescue

Brian Fuller, Vice-President
Greenacres Fire Rescue

Dan Millstone, Secretary
Palm Beach County Fire Rescue

Andrew Lezza, Treasurer
North Palm Beach Fire Rescue

John Meskiel, At Large
West Palm Beach Fire Rescue

Subject: PBC EMS Providers Seat for the PBC EMS Advisory Council

Dear Ms. Schurter,

Please accept this letter as affirmation that the Executive Board of the Association of EMS Providers, Palm Beach County Chapter has met and determined that our representative to the Palm Beach County EMS Advisory Council will be our Vice President, Chief Brian Fuller of the Greenacres Fire Department.

Chief Fuller has faithfully and dutifully served the citizens and visitors to Palm Beach County for well over the last 20 years.

He brings with him the unique perspective of being not only a first class provider of emergency medical services while serving in the field but also as a Fire and EMS administrator. Chief Fuller has served in both the Town of Palm Beach Fire Department and the City of Greenacres Fire Department. Chief Fuller's subject matter expertise of EMS is not only found in his vast experience as a provider but also as an EMS educator while teaching in the EMS program at Palm Beach State College.

The EMS Providers are extremely proud to have the opportunity to participate in and help shape how Emergency Medical Services are provided in Palm Beach County.

Sincerely,

Tom McCarthy

Tom McCarthy
President
Association of EMS Providers

Attachment # 2

Page 38 of 38

PALM BEACH COUNTY EMERGENCY MEDICAL SERVICES ADVISORY

SEAT #	NAME	Title/Position	REQUIREMENT	Current Appt. Date	Current Exp. Date
1	John Treanor	EMS Division Chief Boca Raton Fire Res (EMS Educator - 8/15/07 -2/4/14)	Fire Chiefs Assoc. of PBC-FL, Inc.	10/1/16	9/30/19
2	Elissa Noyes	Registered Nurse/Dir. Of Emergency Serv. JFK Medical Center	ER Nurse's Forum	10/1/15	9/30/18
3	Suspended position		Ambulance Provider		
4	Dr. Belma Andric	Medical Director/ Physician	PBC Health Dist.	5/2/17	9/30/20
5	Open Seat		EMS Provider		
6	Open Seat		Economic Council of PBC, Inc.		
7	Dr. Scott McFarland	ER Physian PBG Medical Center	ER Physician	12/2/14	9/30/17
8	Jamie Smith	EMS Program Director - PBSC	EMS Educator	5/3/16	9/30/19
9	William Quinn	Dir. Southeast Fla Funerals	Consumer Distr. 1	10/1/15	9/30/18
10	Ruth Berman	Retired	Consumer Distr. 2	6/2/15	9/30/18
11	Robert Bean	Retired	Consumer Distr. 3	10/7/14	9/30/17
12	Ronald E. Giddens	Optometrist	Consumer Distr. 4	10/7/14	9/30/17
13	Lance Berkowitz	Retired	Consumer Distr. 5	1/13/15	9/30/17
14	Open Seat (Liz Cayson)		Consumer Distr. 6		
15	Latosha Clemons	Deputy Chief BBFR	Consumer Distr. 7	3/14/17	9/30/19
16	Kenneth Schepcke	Dr./Medical Director/ Physician No hospital affiliation	PBC EMS Medical Dir. Assn.	10/1/16	9/30/19
17	Open Seat		Professional FF/		
18	Roger Kirk	President & CEO Bethesda Health	Palm Beach Cnty. Independent Hosp. CEO	5/16/14	9/30/17
19	Gina Melby	CEO JFK Medical Center	Palm Beach Cnty. HCA Hospital CEO	5/16/14	9/30/17
20	Open Seat	CEO	Palm Beach Cnty. Tenet Hospital CEO		

Attachment# 3

Page 1 of 1

Attachment
1

RESOLUTION NO. 201 4 - 0100

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, REPEALING RESOLUTION R73-162; AMENDED BY RESOLUTIONS R73-341; R75-814; R77-1093; R77-1133; R85-1073; R89-1086; R90-549; R93-448 R93-876; R94-154; R99-1396; R2009-0248; R2012-0216; ESTABLISHING AND UPDATING THE UNIFORM POLICIES AND PROCEDURES FOR PALM BEACH COUNTY ADVISORY BOARDS, COMMITTEES, AND COMMISSIONS; PROVIDING FOR CREATION OF THE PALM BEACH COUNTY EMERGENCY MEDICAL SERVICES ADVISORY COUNCIL.

WHEREAS it is desirable to repeal Resolution R73-162; amended by Resolutions R73-341; R75-814; R77-1093; R77-1133; R85-1073; R89-1086; R90-549; R93-448; R93-876; R94-154; R99-1396; R2009-0248; R2012-0216; and reestablish up-to-date policies into one all encompassing document which includes specific procedures to ensure compliance with the Board of County Commissioners directives; and

WHEREAS, the Board of County Commissioners of Palm Beach County, Florida, established the Palm Beach County Emergency Medical Services Advisory Council ("Advisory Council") on March 27, 1973; and

WHEREAS, on February 5, 2013, the Board of County Commissioners ("Board") adopted Resolution 2013-0193, establishing uniform policies and procedures for Palm Beach County advisory boards, committees and commissions; and

WHEREAS, there is a need to bring Resolution R73-162, as amended into compliance with the Board of County Commissioners' uniform policies and procedures on advisory boards as provided in Resolution R2013-0193, as may be amended; and

WHEREAS, repealing and replacing Resolution R73-162; amended by Resolutions R73-341; R75-814; R77-1093; R77-1133; R85-1073; R89-1086; R90-549; R93-448; R93-876; R94-154; R99-1396; R2009-0248; R2012-0216, pertaining to the

Palm Beach County Emergency Medical Services Advisory Council ("Advisory Council"), will simplify future reference.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, that:

Section 1. Repeal and Replacement of Prior Resolutions. Resolutions R73-162, R73-341, R75-814, R77-1093, R77-1133, R85-1073, R89 1086, R90-549, R93-448, R93-876, R94-154, R99-1396, R2009-0248, and R2012-0216 are repealed and replaced in their entirety.

Section 2. Creation of the Palm Beach County Emergency Medical Services Advisory Council. There is hereby re-established the Palm Beach County Emergency Medical Services Advisory Council, an Advisory Board, to be known as the "EMS Advisory Council" herein referred to as the "Advisory Council."

Section 3. Advisory Board Membership. The Advisory Council shall be composed of twenty (20) members, seven (7) of whom shall be termed "District" members, thirteen (13) of whom shall be termed "At-Large" members. All members must be residents of Palm Beach County at the time of appointment and while serving on the Advisory Council and shall have such qualifications for office as are hereinafter enumerated. At-Large members shall be appointed by the Board, as a whole, from nominations provided by individual agencies that the members are associated with as well as the County Commissioners. At-Large members shall also possess qualifications for office as hereinafter enumerated. All District members shall serve at the pleasure of the District Commissioner appointing them and may be removed without cause. Similarly, all At-Large members shall serve at the pleasure of the Board and may be removed without cause.

Section 4. Qualifications of Members. Each person nominated for and appointed to the Advisory Council shall possess a favorable reputation within Palm Beach County for experience and expertise in at least one of the following professions or fields:

1. Fire Chief's Association of PBC-FL Inc.,

2. ER Nurse's Forum
3. Private Ambulance Provider, nominated by County Private Ambulance Services Providers.
4. PBC Health Care District - Trauma District
5. PBC Medical Society Inc.- Physician, Emergency Room experience
6. Economic Council of PBC Inc., not to include a hospital representative
7. Emergency Room Physician, open to all County Hospitals
8. EMS Educator from County EMS Training Facilities
9. Palm Beach County Medical Directors
10. Palm Beach County Council of Firefighters
11. Hospital CEO, to be selected by each Independent Hospital Representative and nominated by the BCC.
12. Hospital CEO, to be selected by HCA Hospitals Administrators
13. Hospital CEO, to be selected by TENET Hospitals Administrators
14. Seven (7) "District" members who receive direct services from the EMS Community.

Section 5. Term of Office. Terms of office for Advisory Council members shall be three (3) years. Terms shall begin on October 1st and end on September 30th. Existing member's terms shall end on September 30th of the year in which their term expires. Beginning on or after March 1, 2013, no member shall be appointed or reappointed to the Advisory Council for more than three (3) consecutive three (3) year terms.

Section 6. Removal for lack of Attendance. Members of boards shall be automatically removed for lack of attendance. Lack of attendance is defined as failure to attend three (3) consecutive meetings or a failure to attend more than one-half of the meetings scheduled during a calendar year. Participation for less than three-fourths of a meeting shall be the same as failure to attend a meeting. Members removed

Page 3 of 7

Attachment # 4

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pursuant to this paragraph shall not continue to serve on the board and such removal shall create a vacancy, unless otherwise provided by statute or other binding rule.

Section 7. Vacancies. Vacancies occurring during a term shall be filled for the unexpired term, and shall not count toward the member's term limits.

Section 8. Conduct of Meeting. A quorum must be present for the conduct of all Advisory Council meetings. A majority of the members appointed shall constitute a quorum. All meetings shall be governed by Robert's Rules of Order.

Section 9. Officers. Officers of the Advisory Council shall consist of a Chair and a Vice Chair who shall be elected by a majority vote of the membership and shall serve for terms of one (1) year. No officer shall serve for more than two (2) consecutive terms and any officer may be removed before the expiration of his term by a two-thirds (2/3) vote of the Advisory Council. The Chair shall preside over the meetings and the Vice Chair shall preside in the absence of the Chair.

Section 10. Meetings. The Advisory Council may meet in regular session once every two (2) months, with the annual meeting for the selection of officers to be in the month of May, or as required, at times and places set by the Advisory Council or as determined by the Chair. Regular meetings shall be set by the Advisory Council at least one (1) calendar month in advance of each meeting. Special meetings of the Advisory Council may be held at the call of the Chair or the Director of Public Safety, provided, however, that forty-eight (48) hours advance notice is given to both the members of the Advisory Council and the public in accordance with Florida Statutes, so that reasonable public notice is provided for all meetings, with same being open to the public at all times.

Section 11. Duties and Responsibilities. It shall be the duty of the Advisory Council to review and make recommendations to the Board or the Director of the Department of Public Safety. Such review and recommendations shall be performed

in a timely manner. Moreover, the Advisory Council may review and make recommendations to the Board on any and all emergency medical services matters coming within the authority and purview of the Board.

Section 12. Staff Cooperation and Support. The staff of the County, including but not limited to, the County Administrator or his designee, the County Attorney or his designee, and the Director of Public Safety, are hereby charged with the responsibility to furnish to the Advisory Council; such records, documents, plans, reports and financial data on emergency services matters which, in the opinion of the Advisory Council, may fulfill the duties required of it hereunder. Secretarial and recording support for the Advisory Council shall be made available by the Department of Public Safety.

Section 13. Appointment of Advisors. The Advisory Council is authorized to seek and secure advice from those who might be of assistance to the Advisory Council; provided, however, that such advice must be obtained without compensation to the advisor.

Section 14. Travel Expenses, Reimbursement and Approval Authority. Members of the Advisory Council shall serve without compensation but may be eligible for travel reimbursement for only those expenses which are incurred for travel outside Palm Beach County which is necessary to fulfill Advisory Council member responsibilities provided sufficient funds have been budgeted and are available as set forth in PPM CW-0-038. No other expenses are reimbursable except documented long distance phone calls to the liaison County department. Any approved travel reimbursement shall be subject to those actual expenses at the rate or rates established by State law and County travel policy. Approval authority for pre-authorized Council member travel is designated to the County Administrator and Deputy County Administrator and shall be in accordance with Countywide Policy and Procedures memoranda (PPM) CW-F-009.

Section 15. Maximum Number of Boards. The maximum number of Boards that an individual member appointed by the Board of County Commissioners may serve on at one time shall be three (3), except that no individual may serve on more than one (1) board, including if doing so would violate Article II, Section 5 (a) of the Florida Constitution which prohibits dual office holding.

Section 16. Qualification as a Candidate. Advisory Council members shall not be prohibited from qualifying as a candidate for elected office.

Section 17. Sunshine Law and State Code of Ethics. The Advisory Council shall comply with the Sunshine Law and State Code of Ethics. Reasonable public notice of all Advisory Council meetings shall be provided. All meetings of the Advisory Council shall be open to the public at all times and minutes shall be taken at each meeting.

Section 18. Palm Beach County Code of Ethics. Advisory Council members are to comply with the applicable provisions of the Palm Beach County Code of Ethics as codified in Section 2-254 through 2-260 of the Palm Beach County Code.

Section 19. Annual Narrative Report. The Advisory Council, and each board listed in PPM CW-O-60, may be amended from time to time and shall submit an annual narrative report to the Agenda Coordinator. The form, substance, and submittal dates for annual narrative reports are established by PPM CW-O-060. An Annual Narrative Report does not have to be submitted if the board is required to submit a report at least quarterly through ordinance, law, or some other legal document.

Section 20. Compliance with Uniform Policy for Advisory Boards and Commissions. This Resolution and the Advisory Council are expressly subject to all uniform policies for advisory boards and commissions as established by the Board pursuant to Resolution 2013-0193, as may be amended. In the event of any conflicts

between this Resolution and any amendments hereto, and the aforesaid Resolution 2013-0193, as may be amended, the latter shall prevail over the former.

Section 21. Effective Date. The provisions of this Resolution shall be effective immediately upon adoption.

The foregoing Resolution was offered by Commissioner Abrams, who moved its adoption. The motion was seconded by Commissioner Vana, and upon being put to a vote, the vote was as follows:

Commissioner Priscilla A. Taylor, Mayor	-	<u>Aye</u>
Commissioner Paulette Burdick, Vice Mayor	-	<u>Aye</u>
Commissioner Hal R. Valeche	-	<u>Aye</u>
Commissioner Shelley Vana	-	<u>Aye</u>
Commissioner Stephen A. Abrams	-	<u>Aye</u>
Commissioner Mary Lou Berger	-	<u>Aye</u>
Commissioner Jess R. Santamaria	-	<u>Aye</u>

The Mayor thereupon declared the Resolution duly passed and adopted this 14th day of January 2014.

PALM BEACH COUNTY, FLORIDA, BY ITS BOARD OF COUNTY COMMISSIONERS

Sharon R. Bock, Clerk & Comptroller

By Sharon R. Bock
Deputy Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

By: Samuel E. Erdberg
Assistant County Attorney