

The regular meeting of the McAlester Public Health Authority was held at 3:00 P.M., Wednesday, November 4, 2013 at McAlester Regional Health Center, Administrative Conference Room. Public notice, setting forth thereon the date, time, place and agenda for this meeting had been delivered to the office of the City Clerk and filed and posted at 01:21 A.M., on Monday, December 2, 2013.

**PRESENT: MEMBERS**

Cara Bland, Chairman  
David Keith, President/CEO  
Steve Harrison, Mayor  
Don Lewis

**HOSPITAL STAFF**

Helen Wheeler, VP/Strategy and Business Development  
Darryl Linnington, Chief Financial Officer  
Sonya Stone, Recording Secretary  
Keith Mateychick, Director Environmental Services & Maintenance

**Absent:** Pete Stasiak, McAlester City Manager

**1. CALL TO ORDER:** With a quorum present the meeting was called to order by Chairperson Bland.

**2. APPROVAL OF MINUTES:**

A. The October 2, 2013 minutes were distributed in the preliminary Public Health Authority (PHA) meeting packet. **Motion** was made (Keith) and seconded (Lewis) to approve the October 2, 2013 minutes as presented. **Motion** carried. Mayor Harrison abstained from the vote.

**3. APPROVAL OF FINANCIAL STATEMENT:**

A. Mr. Linnington presented the September 30, 2013 and October 31, 2013 financial reports. Ms. Bland asked if the budget was changed to reflect the rent increases. Ms. Wheeler agreed to look into it. Mr. Linnington stated he will spend more time with Terry Zellmer to familiarize himself with the financials. A motion was made (Harrison) and seconded (Keith) to approve the financial statements as presented. **Motion** carried.

**4. Old Business:**

A. Mr. Keith Mateychick provided an update regarding building improvements for the Doctor's Building that were approved at the last meeting. The PHA Board approved \$70,000 for roof replacement. The project was completed on November 27, 2013 for \$64,320, coming in under budget by \$5680. All documents for the warranty are in place. The PHA Board approved \$64,000 for the replacement of piping and insulation. After putting the project out for bid, we completed the project today at \$58,946, about \$5,054 under budget. The third item that was approved for \$35,000 was changing the lighting fixtures to updated fixtures. After an electrical contractor was brought in it was determined there were no ground wires to most of the fixtures. The new fixtures cannot be installed without a ground wire. We had him to put together another estimate that came in at \$38,349; \$3,349 over budget. Mr. Mateychick reminded the board of the other two items that came in under budget, and requested approval for the additional amount of \$3,349 in order to move forward with the project. A **motion** was made (Lewis) and seconded (Harrison) to approve the additional amount of \$3,349 to complete the light fixture project. **Motion** carried.

Mr. Mateychick added insulating all the interior piping on the 3<sup>rd</sup> floor was discussed at the last meeting but was not approved. The piping is all exposed and the lack of insulation is resulting in condensation leaking down in tenant areas and rusting of pipes. An estimate was obtained for \$8,000 to insulate all the piping on the 3<sup>rd</sup> floor. Mr. Mateychick requested approval to move forward with the insulation project. **Motion** was made (Keith) and seconded (Lewis) to approve the insulation of all interior piping on the 3<sup>rd</sup> floor of the Doctor Building not to exceed \$8,000. **Motion** carried.

Mr. Keith stated that he and Mr. Linnington would need to decide how to fund the improvements. Mr. Linnington indicated that we was unaware the projects have moved forward so quickly before a mode of financing for the project could be determined, and requested that PHA projects follow the MRHC CER process in the future.

**5. New Business: None****6. Property Managers Report:**

Ms. Wheeler reported the Internal Medicine clinic lease will expire at the end of November and they will move out. She added efforts are being made to access that space for future needs. Dr. McCauley extended his lease for one year and an amendment was sent to Oklahoma Heart to extend their lease for one year. Several recruited physicians will be coming soon that will need space and we are looking at all possibilities regarding space renovations to accommodate future needs.

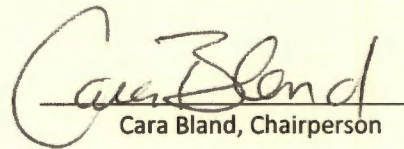
7. **CEO Update:** None was provided.

8. **OTHER BUSINESS:**

Mr. Linnington reported reviewing the PHA By-Laws and determined an audit needs to be done every year. He recommended proceeding with HORNE to perform this year PHA audit. A **motion** was made (Keith) and seconded (Harrison) to proceed with HORNE to do the next PHA Audit report. **Motion** carried.

9. **ADJOURNMENT:** With no further business to come before the Board the meeting was adjourned at 3:55 P.M.

/sds



Cara Bland, Chairperson