

# Gadsden Hospital, Inc. Board of Directors Agenda Request

**Date of Meeting:** March 13, 2018  
**Date Submitted:** March 7, 2018  
**To:** Honorable Chairperson and Members of the Board  
**From:** Craig McMillan, Chairman  
**Subject:** Appointment/Reappointment of Members to the Board of Directors

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## **Statement of Issue:**

This agenda item seeks appointment/re-appointment of members to the GHI Board of Directors.

## **Background and Analysis:**

The relevant requirements based on the Articles and Bylaws of GHI can be summarized as follows:

- All GHI Board members are appointed by and serve at the discretion of the Board of County Commissioners of Gadsden County.
- All GHI Board members must be residents of Gadsden County or a person that owns or a full-time employee of a business with a permanent location in Gadsden County.
- GHI Board member terms are for 5 years with eligibility of reappointment. Terms run on a calendar year basis.
- The GHI Board should have nine members. However, as few as five and as many as eleven are authorized.
- One director should be a doctor, but the Board is authorized to act without a physician member.
- There are supposed to be three groups of directors with staggered terms.
- The Board of County Commissioners is supposed to be given a 90-day notice of the term expiration of any director unless there is a resignation. In this case, notice is to be given as soon as reasonably possible.
- Board members automatically carry over if the term expires without either a reappointment or replacement member.

The terms of three current members of the GHI Board: James Suber, Scott Whitehead, and Arriane Graham, expired on December 31, 2017. Staff reached out to the three members to verify their willingness to continue to serve; all three members responded and are willing to continue to serve.

Below are the GHI Board of Directors' current members and terms:

**CLASS ONE:** (Term to expire 12/31/2017)

James Suber  
Scott Whitehead  
Arriane Graham

**CLASS TWO:** (Term to expire 12/31/2019)

Craig McMillan  
Dr. Hantz Hercule  
Arrie Battles

**CLASS THREE:** (Term to expire 12/31/2021)

Senator Fred Dudley  
Sam Palmer  
Herb Sheheane

On July 25, 2016, an advisory committee application for board appointment was received from Charles Roberts (see attached application), stating interest in serving on the Gadsden Hospital Inc. Board of Directors.

**Fiscal Impact:**

The Board of GHI serves on a volunteer basis.

**Options:**

1. Appoint/reappoint three members to the GHI Board of Directors for the term commencing on January 1, 2018.
2. Board direction.

**Attachment(s):**

Charles Roberts' application



Action Center

# Item Detail Report - 2016-5363IL

# RECEIVED

JUL 25 2016

COUNTY ADMINISTRATOR'S  
OFFICE

## Submission Information

<b>ID:</b>	693
<b>Item:</b>	Citizen Advisory Committee Application
<b>Tracking Num:</b>	2016-5363IL
<b>Submission Date:</b>	2016-07-21 14:50:51

## Submitter Responses

Form Page: Page 1

<b>Date:</b>	07/21/2016
<b>APPLICANT:</b>	
<b>First Name:</b>	CHARLES
<b>Last Name:</b>	ROBERTS
<b>Occupation:</b>	RETIRED ARMY
<b>Employer:</b>	
<b>PHYSICAL ADDRESS:</b>	
<b>Address:</b>	605 E. BETLINET DRIVE, QUINCY, FL 32351
<b>MAILING ADDRESS:</b>	
<b>Address:</b>	P.O. BOX 1131, QUINCY, FL 32351
<b>CONTACT INFORMATION:</b>	
<b>Home Phone:</b>	--
<b>Work Phone:</b>	--
<b>Mobile Phone:</b>	253-228-0310
<b>Email:</b>	CHARLESROBERTS31905@GMAIL.COM

Form Page: Page 2

<b>APPLICATION DATA:</b>	
<b>Do you live in Gadsden County?:</b>	Yes
<b>Do you own property in Gadsden County?:</b>	Yes
<b>Do you CURRENTLY serve on a County Advisory Committee?:</b>	No
<b>If you currently serve on a</b>	

<b>County Advisory Committee, please list the name of that/those committee(s)::</b>	
<b>Have you PREVIOUSLY served on a County Advisory Committee?:</b>	No
<b>If you have previously served on a County Advisory Committee, please list the name of that/those committee(s) along with the beginning and ending dates of service::</b>	
<b>Are you interested in serving on any specific committee? If so, please indicate your 1st and 2nd choice below.:</b>	
<b>1st Choice:</b>	The Gadsden Hospital Inc. Board of Directors
<b>2nd Choice:</b>	The Gadsden County Planning Commission
<b>MEETING ATTENDANCE:</b>	
<b>If you're appointed to a committee, you're expected to attend regular meetings. Are you available to attend meetings at least once a month?:</b>	Yes
<b>What times are you available to attend meetings?:</b>	Evenings

Form Page: Page 3

<b>EXPERIENCE (If you wish to submit your professional resume, you may do so via email to Laurel Bradley at lbradley@gadsdencountyfl.gov.):</b>	
<b>Please describe or list any previous experience you have serving on committees.:</b>	I WILL SEND IN MY RESUME AT A LATER DATE.
<b>Please list your educational background.:</b>	CONTAINED IN RESUME
<b>Please list your skills and experience that enable you to contribute to the committee(s) you are interested in volunteering with.:</b>	CONTAINED IN RESUME
<b>Professional licenses and/or designations, their effective date and whether said licenses are effective in Gadsden County.:</b>	CONTAINED IN RESUME
<b>Please list any charitable or community activities in which</b>	

<b>you participate.:</b>	
<b>REFERENCES (you must provide at least one personal reference who IS NOT a family member):</b>	
<b>Reference #1's relationship to you::</b>	FRIEND
<b>First Name:</b>	DARREN
<b>Last Name:</b>	SIMMONS
<b>Contact #:</b>	706-575-3436
<b>Address:</b>	3122 COLLEGE DRIVE, COLUMBUS, GA 31907
<b>Reference #2's relationship to you::</b>	FRIEND
<b>First Name:</b>	MERCEDES
<b>Last Name:</b>	LANEY
<b>Contact #:</b>	347-357-2320
<b>Address:</b>	P.O. BOX 53802, FORT BENNING, GA 31995

## Contact Information

<b>Contact One:</b>	Laurel Bradley lbradley@gadscdencountyfl.gov
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## Workflow History

### Status Update

<b>Status:</b>	Open
<b>Step:</b>	Submitted
<b>Updated:</b>	2016-07-21 14:50:51
<b>Updated By:</b>	eGov Strategies
<b>Notes:</b>	No Notes

## Contituent's Messages

<b>Service Norm:</b>	
<b>Confirmation Message:</b>	<p>On behalf of the Gadsden County Board of County Commissioners, thank you for expressing an interest to serve your community by volunteering with one of our Citizen Advisory Committees. Your application has been forwarded to the County Administrator's Office for review. You will receive a follow-up phone call / email from the County Administrator's Executive Assistant, Laurel Bradley, within 48-hours. If you should have any questions or concerns prior to being contacted, please feel free to contact the <b>County Administrator's Office at 850-875-8650.</b></p> <p><b><u>Important Legal Requirements for Advisory Committee Membership:</u></b> As a member of an advisory committee, you will be obligated to follow any applicable laws regarding Government-In-The-Sunshine, code of ethics for Public Officers, and Public Records disclosure. The consequences of violating these applicable laws include criminal penalties, civil fines, and the voiding of any committee action and of any subsequent action by the Board of County</p>

**CHARLES ROBERTS Jr.**

605 E Betlinet Drive, Quincy, FL., 32351

253-228-0310

CHARLESROBERTS31905@GMAIL.COM

OBJECTIVE: Seeking a position in North Florida

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**KEY QUALIFICATIONS**

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FEMA Course completions (100,200,300,400,800)	Research
HIPPA Certified	EO/EEO Coordinator
Security	Conflict Resolution
Communicates and manage a diverse population	Operations
Investigation	Procurement and Budgeting
Microsoft Office Applications	Instruction

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**PROFESSIONAL EXPERIENCE**

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Martin Army Community Hospital, Fort Benning, GA

*Senior Clinical NCO*

November 2014 – Present

- Serves as primary advisor to the Chief Medical Officer serving a population of 96,000 beneficiaries ; Provides direct leadership and oversight of 7 Departments and 13 Clinics
- Reconciled staff and equipment drastically improving access to care issues and decreased patient wait times by 25 percent
- Developed and implemented the Hospital’s Emergency Operations Plan(EOP) and Emergency Operations Center (EOC) structure streamlining the activation process and decreased the time from notification to fully operational from 3 hours to 1 hour for the EOC
- Established an atmosphere for improvements in all areas surrounding Operational and Clinical needs; instrumental in facility attaining Joint Commission Accreditation
- Spearheaded Skills Proficiency Training of Health Care Providers by creating a rotational program in all clinical areas; further enhancing patient care by having multi-discipline professionals
- Ensured assigned personnel properly utilized equipment and understood policies and procedures by aggressively enforcing and instilling a safety conscious environment resulting in zero incidents and saving \$150,000 by documenting 200 previously undocumented items by planning, organizing and executing a detailed inventory strategy

30<sup>th</sup> Medical Brigade, Sembach, Germany

*Operations NCO*

October 2012 – November 2014

- Served as the Senior Advisor to the Chief of Current Operations on policies, procedures; provided Senior Leadership and supervision of 15 personnel in all administrative, operational, planning, chemical biological nuclear and radiological(CBRN), training and readiness functions through the production of over 250 operations orders in support of Department of Defense operations in Europe, Africa and Southwest Asia
- Instituted a Junior Leaders mentorship program providing professional and personal growth resulting in 80 service members career advancement
- Advocated and participated in weekly Sexual Harassment and Assault awareness using direct leader engagement that promoted trust, dignity and respect in the workplace
- Researched and implemented Lean Six Sigma Principles to improve the timeliness of Military Higher Education packets raising first time submission rate from 75 to 98 percent
- Saved \$200,000 by combining and procuring training and equipment from Higher Headquarters for Medical Skills Training

Southern Regional Medical Command, Fort Hood, TX

*Assistant Inspector General*

October 2008 – September 2012

Achievements:

- Advised Commanding General of SRMC through research of regulatory guidelines and policies governing the subject matter of complaints, grievances, violations and deficiencies, Army hospital systems, procedures, American Disabilities Act and processes improving operations to accomplish command objectives
  - Resolved over 200 assistance cases by conducting detailed and timely analysis of complex problems for the best course of action to resolve issues for personnel and family members significantly enhancing overall readiness of Southern Regional Medical Command, III CORPS, and Fort Hood
  - Demonstrated exceptional oral and written communication skills when in contact with the U.S. Congress, Department of Defense, and The Department of the Army staffs and agencies
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**EDUCATION**

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## FORT SAM HOUSTON, TX

- Health Care Specialist 22OCT86-13MAR97
- Basic Noncommissioned Officer Course 02SEP96-27JAN97
- Advanced Noncommissioned Officer Course 06JAN03-13FEB03
- Senior Clinical Noncommissioned Officer Course 12-18SEP15

## FORT BENNING, GA

- Equal Opportunity Leaders Course May 1998
- Basic Instructors Course May 1999
- Chemical Biological Radioactive and Nuclear Operator/Responder Course July 1999

## FORT JACKSON, SC

- Basic Combat Training 18AUG-22OCT 1986
- Army Recruiter Course 20MAY-11JUL 2001

## FORT HOOD, TX

- Commanders Safety Course December 2009
- First Sergeant Course January 2010

## FORT BELVOIR, MD

- Department of The Army Inspector General's Course 08SEP-22OCT 2008

## OTHER TRAINING

Battle Staff Operations October 2012

Information Awareness August 2015

HIPPA Certification August 2015

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**REFERENCES**

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References are available upon request.