

**MINUTES
LOWER FLORIDA KEYS HOSPITAL DISTRICT
BOARD OF COMMISSIONERS
DECEMBER 2, 2025**

PRESENT: Mrs. Ovide, Mrs. Sterling, Mrs. Swift, Dr. Thompson, Mrs. Spottswood, Mr. Toppino, Mr. Hammond, Dr. Chambers & Mr. Muir

ABSENT: None

ALSO PRESENT: Mr. Fishman, see sign in sheet for community members in attendance

CALL TO ORDER:

Chairman Sterling called the meeting to order at: 4:23 p.m.

PLEDGE OF ALLEGIANCE:

MINUTES

The minutes of the Board of Commissioners meeting held on September 9, 2025, and October 7, 2025, were reviewed as presented:

Mrs. Ovide motioned to approve the September minutes with the revision of reflecting Dr. Chambers was absent and not voting and in the October minutes to reflect Stephen Hammond being listed as a voter. Mrs. Spottswood seconded. The motion carried unanimously.

APPROVAL OF FINANCE COMMITTEE QUARTERLY FINANCIAL REPORTS:

Mrs. Ovide motioned to approve the financial report from PFM and the quarterly financial report for the quarter ended September 30, 2025, Mrs. Sterling seconded, and the motion carried unanimously.

A copy of the quarterly financial reports is attached to the official minutes.

SELECTION OF ENGINEERING FIRM INSPECTION PROPOSALS:

There were 5 proposals submitted to the board from recommendations from Mt. Sinai, Baptist and a fact-finding committee member. The board was concerned that none of the proposals discuss equipment inspection and believes that should be included in the RFP.

Mrs. Spottswood motioned to table the selection of an engineering firm until the January meeting to ensure all information is included in the proposals. Mr. Toppino seconded, and the motion carried unanimously.

SELECTION OF CONSULTANT:

Mrs. Swift motioned to table the selection of a consulting firm until the January meeting. Mr. Hammond seconded, and the motion carried unanimously.

COMPENSATION INCREASES:

Mrs. Ovide brought forward compensation increases for Mr. Fishman and Mrs. Cranney-Black as it has been several years since either of them received a pay increase. After board discussion, Mrs. Ovide motioned to increase Mr. Fishman's hourly rate to \$700 per hour but the motion failed due to a lack of a second.

Mrs. Swift motioned to increase Mr. Fishman's hourly rate to \$500 per hour. Mrs. Thompson seconded the motion and the vote passed unanimously.

Mr. Toppino suggested giving Mrs. Cranney-Black the same percentage increase that Mr. Fishman received, which was 25%. Mr. Toppino motioned to increase Mrs. Cranney-Black's hourly rate to \$43.75 per hour. Mrs. Ovide seconded and the motion carried unanimously.

BOOKEEPER POSITION:

Niles & Kight were the only interested party who responded to the bookkeeper position advertisement by the deadline. They agreed to perform the bookkeeping service at the same cost of \$500 per month that we were paying our former bookkeeper. They only had one stipulation that they wouldn't be able to attend the quarterly meetings, but would submit their report in advance in the event the board had any questions they could answer them prior to the meeting via email.

Mrs. Ovide made a motion to hire Niles & Kight on a monthly basis at \$500 per month to perform the bookkeeping service for the district. Mrs. Swift seconded and the motion carried unanimously.


A/V EQUIPMENT DISCUSSION:

Mrs. Cranney- Black got a proposal from Kelly Friend who owns Audio Video in Paradise and was quoted \$725.00 per month to handle all the sound and AV functions for the district board meetings for the calendar year 2026 and she will start at the next meeting.

ADJOURNMENT:

There being no further business to come before the District Board, Mr. Toppino motioned to adjourn, Mrs. Ovide seconded, and the meeting was adjourned at 5:38 pm.


Approved, Secretary


Date