

**MINUTES  
LOWER FLORIDA KEYS HOSPITAL DISTRICT  
BOARD OF COMMISSIONERS  
NOVEMBER 4, 2025**

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

**ABSENT:** Dr. Chambers

**ALSO PRESENT:** Mr. Fishman, see sign in sheet

**CALL TO ORDER:**

Chairman Ovide called the meeting to order at 3:22 p.m.

**PLEDGE OF ALLEGIANCE:**

**APPROVAL OF MINUTES:**

Mrs. Sterling motioned to postpone the approval of the minutes until the December meeting to address corrections and additions. Mrs. Spottswood seconded and the motion carried unanimously. The board also advised the public that the minutes do not get posted on the district website until they are approved.

**CHS REPORT:**

Mr. Bigby gave an update on the current project renovations and upgrades happening at the hospital. The hospital recently updated the surgical lobby with refreshed paint and flooring and furniture to help make patients and families feel comfortable. Room renovations are moving along with Phase 1, consisting of the first pod of 12 rooms and should be completed in mid-November and then will start on the second pod which will be completed by the end of the year. Phase 2 will start in 2026, and the hospital will also be partnering with the Arts Council to display some local artwork to make the rooms more vibrant and comfortable. Stairwells A & B have been maintained and repaired, air handlers have been replaced, and Mr. Bigby stated his highest priority for Lower Keys Medical Center is quality. The hospital is still rated as a 3 star and hoping to be a 4 star in the near future.

Hospital transfer data shows only 5 % of patients are being transferred out, keeping 95% of the patients that come into the emergency room in Key West. The hospital over

the last year has donated nearly \$200,000 to local non-profits and community groups. Mr. Bigby spoke with Akerman in regard to the RFP process and will be giving them a tour on December 1<sup>st</sup>. The hospital will also be sending out a survey for lower keresidents and Mr. Bigby encourages everyone to respond. Mr. Toppino inquired about certain renovations and asked for before and after pictures to be presented in the next report.

#### **NURSING HOME ADMINISTRATOR REPORT:**

Mrs. Rosado introduced Shelly Kane as the new administrator at the nursing home. Mrs. Kane stated that she is the temporary full-time administrator until they find a long-term replacement for her. Mrs. Kane reported the nursing home census is at 100 and that the facility has some ongoing repairs occurring and they are planning for some upcoming holiday events.

#### **NURSING HOME COMMUNITY REP REPORT:**

The board reviewed Mrs. Smith's report and there were no questions. A copy of Mrs. Smith's report is attached to the official minutes.

#### **FACT FINDING COMMITTEE REPORT:**

There was no report from the fact-finding committee.

#### **AKERMAN REPORT:**

Mr. Slavkin submitted a report to update the Hospital District board on the progress made regarding the draft RFP since the meeting of October 7, 2025. Akerman has received feedback provided at the last meeting and through their diligence process also has received input from members of the fact -finding committee, representatives of the current hospital, CHS community members, as well as members of the board and board counsel. Akerman met with the counsel for the owners of the Depoo facility and established a working relationship with them so that all parties plan to ensure a smooth RFP selection process with the hospital vendors going forward. Akerman also reached out to third party consultant vendors to discuss the RFP and discuss the scope of the engagement that is being proposed. The plan is to utilize a third-party consultant to aid in the review of the RFP submissions from potential vendors. The consultant will guide legal and the district board in scaling and scoring each submission from potential vendors in the RFP submission process. A consultant will also assist in crafting questions for interview conversations with each potential vendor during the evaluation process. Akerman plans to present to the board their recommendation for a consultant

at the next meeting. Akerman spoke with Dr Norris, Chief of Staff of the hospital, at last month's meeting regarding meeting with the medical staff soon to gather some information from them. Additionally, at the October meeting, the Board discussed possibly hiring a third-party entity to conduct an inspection of the hospital's physical plant to establish a baseline of the overall condition of the facility's physical status to ensure all interest hospital operators are submitting bids on an equal playing field. Akerman is on track with the timeline they presented in August to the board. Akerman will have a revised RFP for review and discussion at the December meeting, which will be a workshop aimed at fine tuning the language of the document. Akerman's goal is to have the draft RFP sent to the board the Monday of the week of Thanksgiving so that it can be posted appropriately and reviewed by everyone. The goal is to finalize the RFP in December and then publish the document in January.

#### **MR. FISHMAN'S ATTORNEY REPORT:**

Mr. Fishman submitted the annual report that the district is obligated to file with the Florida Department of Commerce. The other item discussed was the amendment to the ground lease between the district and the nursing home which is still being negotiated. There were some additional requests for changes to the amendment so he recommended that this item be postponed until the next meeting

#### **RECOMMENDATION & APPROVAL OF QUARTERLY FINANCIAL REPORTS:**

Mr. Muir made a motion to keep \$500,000 in the local checking account and move \$1.4 million into the PFM FL Palm Investment Account. Mrs. Swift Seconded and the motion carried unanimously.

Mrs. Sterling motioned postponing the quarterly financial report to the December meeting as she had some questions for Mrs. Narkiewicz. Mrs. Spottswood seconded and the motion carried unanimously.

#### **NEW BUSINESS:**

##### **BOOKEEPING POSITION:**

The board wanted to start looking for a local bookkeeper as Mrs. Narkiewicz moved out of town and hasn't attended the meetings in several years. The board requested that Mrs. Cranney-Black advertise the position with details of the job description and asked any board members that have recommendations to send them to Mrs. Cranney-Black by November 21, 2025.

### COPMPENSATION INCREASES:

Salary information was provided on the district contract employees for an increase review. Mr. Muir motioned postponing the compensation increases for Mr. Fishman, Mrs. Cranney-Black and Mrs. Narkiewicz until the December meeting. Mrs. Sterling seconded and the motion carried unanimously

### ENGAGEMENT OF ENGINEERING FIRM:

Mrs. Sterling spoke to a handful of potential engineering firms who submitted proposals to conduct an inspection on the physical status of the hospital in regards to structural, electrical, HVAC, plumbing etc. The board decided to postpone this item until the next meeting as there was a lot of information to review and Mr. Fishman was going to prepare a comparative analysis of the firms.

### ELECTION OF OFFICERS:

#### CHAIRMAN:

Mrs. Swift nominated Mrs. Sterling for Chair and Mr. Hammond nominated Mrs. Ovide for Chair.

#### Roll Call

Mrs., Thompson voted for Mrs. Sterling

Mrs. Swift voted for Mrs. Sterling

Mr. Muir voted for Mrs. Ovide

Mr. Hammond voted for Mrs. Ovide

Mrs. Ovide voted for Mrs. Ovide

Mr. Toppino voted for Mrs. Sterling

Mrs. Sterling voted for Mrs. Sterling

Mrs. Spottswood voted for Mrs. Sterling

**Mrs. Sterling was elected as Chair with a 5-3 vote.**

**VICE CHAIRMAN:**

Mrs. Thompson nominated Mrs. Swift for Vice-Chair and Mrs. Sterling seconded the motion.

Mr. Hammond nominated Mr. Muir for Vice-Chair and Mrs. Ovide seconded the motion.

Mrs. swift nominated Mr. Toppino for Vice-Chair and Mrs. Spottswood seconded the motion.

**Roll Call**

Mrs., Thompson voted for Mrs. Swift

Mrs. Swift voted for Mr. Swift

Mr. Muir voted for Mr. Muir

Mr. Hammond voted for Mr. Muir

Mrs. Ovide voted for Mrs. Muir

Mr. Toppino voted for Mrs. Swift

Mrs. Sterling voted for Mrs. Swift

Mrs. Spottswood voted for Mr. Toppino

**Mrs. Swift was elected as Vice-Chair with 4-3-1 vote.**

**SECRETARY:**

Mr. Hammond nominated Mrs. Ovide for Secretary and Mrs. Sterling seconded the motion and there were no other nominations for Secretary and all board members voted unanimously for Mrs. Ovide as Secretary.

**TREASURER:**

Mrs. Thompson nominated Mr. Muir for Treasurer and Mrs. Sterling seconded the motion and there were no other nominations for Treasurer and all board members voted unanimously for Mr. Muir as Treasurer.

**FINANCE COMMITTEE:**

Mr. Muir will serve as the Chair of the finance committee due to his role as treasurer.

Mrs. Ovide nominated Mr. Hammond and Mrs. Swift for the finance committee and Mrs. Thompson seconded the motion and all members voted unanimously in favor of the finance committee members.

**DELEGATE TO CHS BOARD:**

Mrs. Ovide nominated Mr. Hammond for the CHS Board Rep position and Mrs. Spottswood seconded the motion and the vote passed unanimously.

**NURSING HOME COMMUNITY REP:**

Mrs. Ovide nominated Mrs. Paulina Smith to stay in the role as the Nursing Home Community Rep and Mrs. Spottswood seconded the motion and the vote passed unanimously.

**NURSING HOME BOARD REP:**

Mrs. Ovide nominated Mrs. Spottswood as the Nursing Home Board Rep and Mr. Muir seconded the motion and the vote passed unanimously.

**CHS COMMUNITY REP:**

Mr. Hammond nominated Sue Harrison to stay in the position as the CHS Community Rep and Mrs. Sterling seconded the motion and the vote passed unanimously.

**2026 BOARD MEETING SCHEDULE:**

Mrs. Cranney-Black presented the 2026 meeting dates. The only change requested was November 3, 2026, date was changed as it is Election Day.

The proposed date was Nov 10, 2026. Mrs. Thompson motioned to accept the revised schedule of meeting dates and Mrs. Ovide seconded and the meeting schedule was approved unanimously.

**PUBLIC COMMENT:**

Mr. German requested public comment be moved to the beginning of the agenda.


Mr. Kaufman sent a letter to the board regarding the RFP process and future hospital operator. Mr. Kaufman also sent a legal opinion to the board and also asked the board to adopt some type of rules and procedures.

**GOOD OF THE ORDER:**

Mrs. Sterling thanked Mrs. Ovide for her leadership and friendship and looks forward to her guidance and knowledge continuing through this process.

**ADJOURNMENT:**

There being no further business to come before the District Board, the meeting was adjourned at 5:10pm.

  
Approved, Secretary

2-3-26  
Date