

Board of Directors Meeting Approved Minutes

Saturday, May 15, 2010

10:00 AM BIRHC Community Room

Present– *Board Members* – Sandra Birdsall, Denny Cook, Carol Gillespie, Terry Keyes, Pete LoDico, John Martin (via speaker phone), Rick Speck, Don Spencer, Connie Wojan, John Works.

Adam Richards, Advisory Board Member

Staff – Donna Kubic, Managing Director

Absent: Brad Grassmick

I. Call to Order & Welcome

Connie Wojan called the meeting to order at 10:00 AM, welcoming all board members and Adam Richards in attendance.

II. Review, revisions to agenda

No revisions

III. Review, revisions and approval of minutes

Motion to approve the minutes of the March 20, 2010 meeting (Works/Spencer) approved unanimously.

IV. Financial & Utilization Reports

A. Financial reports presentation and discussion

Rick Speck reported on the financial income statement. Taxes have been received earlier this year. Money has been transferred from the Special Projects Fund, so we are financially stable right now. Medical service income shown on statement is not accrued, which gives a more accurate picture. This does not take into consideration account receivables. Cash flow reports are actual. Expenses are running where they should be. **Motion to approve the financial statement (Works/Spencer) unanimously approved.**

B. Cash Flow Report

Don Spencer reported on the cash flow report. The Finance Committee met on Wednesday and revised this cash flow report. It gives a true picture of expenses and projections. The Kellogg Grant, a one-time grant is recorded in April. If we were to pay back the \$50,000, taken out of Special Projects, we would have a deficit of \$15,000. Possible golf outing revenue is not included and could be substantial.

Don reported that between now and the end of the year, anything the board can do to provide income is critical. The Finance Committee is suggesting to the Resource Development Committee that \$125,000 needs to be raised every year from all sources of fundraising. This is \$65,000 more than we currently raise. If we continue to take \$50,000 out of Special Projects every year we will exhaust it quickly. Denny Cook and Brad Grassmick are committed to meeting with Northern Michigan Hospital Foundation representatives to see how they might be able to help us with fundraising. Don Spencer mentioned he was not confident the Health Center would receive the money from the state.

C. Audit

Rick Speck reviewed the Financial Statement. A complete audit was not done this year. There was discussion regarding whether the Health Center needed to have an audit done every year. Donna will check the minutes of previous meetings to see if a motion was made to do an audit only every other year. **Motion to approve the financial statement (Martin/Works) unanimously approved.**

V. Committee Reports

A. Resource Development

Connie Wojan reported on the Resource Development Committee meeting (minutes attached). The golf tournament date will be August 14 with a rain date on August 15th. Board members will be asked to be greeters and solicit prizes and cash donations. Connie Wojan mentioned she would like whole board there. John Works suggested having the car at the golf course when some of the tournaments are going on. Work assignments will be made at the next meeting.

~~Don Spencer mentioned that the NMRH Foundation indicated they could raise \$125,000 for the Health Center.~~ Northern Michigan Regional Hospital Foundation – Tom Mroczkowski attending one of our Board Meetings indicated that the Foundation could bring us \$125,000. He did not stipulate the conditions under which that would occur.”

Don emphasized the importance of asking NMRH for their help and offered to facilitate the first meeting.

B. Building Maintenance

Denny Cook reported on the Building Maintenance Committee. - Gerry LaFreniere, Don Spencer and Denny Cook went through different items that should be on hand in case of a malfunction which amount to about \$400.00. They met with Bill Inglis, who is a distributor for Wolverine Power Systems, which sells generators. Don Spencer did a study and determined what peak loads would be. The proposed generator will be about \$31,000 installed. The USDA will pay 25% of the cost and would offer a loan at 4%. We will try and apply for different grants to help purchase a generator that could run the clinic in an emergency.

C. Finance Committee

Met on May 12, (minutes attached).

D. Medical Services and Quality Assessment

Committee did not meet

E. Task Force

A joint Task Force Meeting took place on March 26th with Reezie DeVet, the new CEO of Northern Michigan Hospital, and Jim Flikema attending here on the island. The Task Force will be meeting again by conference call the end of May, or beginning of June. The date has not been agreed upon. Jim Flikema agreed to explore additional support on items that were still question marks and to determine how much could be accomplished without a major corporate restructure. Such a move would require substantial legal expenses and could result in negative public reaction over the loss of local control. Reezie was sensitive to the island's concern about losing control of the Health Center. She stated that so long as we have a close and cooperative relationship, there seemed no advantage to creating a complicated and potentially controversial new structure. Northern will draft a Memorandum of Understanding and present it at the next meeting.

F. By law and Policy Review

Denny brought to the board's attention a conflict between the bylaws and the board policy "Board of Directors, Preferred Qualities, Eligibility, Roles and Responsibilities, Orientation." We have a conflict because the policy puts restrictions on membership, which are not in the bylaws. The board must resolve the conflict before the time comes to elect new members. A committee to look at the policies and how they relate to the bylaws was formed which included Denny Cook, Connie Wojan, Anne Glendon and John Martin. The committee will be assigned to go through policies and review how they relate them to the bylaws.

VI. Operations Report

A. Summary of Activities, Statistics

See attached report

B. Health Fair Update

Discussed under operations report

VII. New Business

A. Millage election

The Health Center's millage renewal is coming up the first Tuesday in August. – The St. James board voted to put the millage request on their ballot for a 3-year renewal. The Peaine board voted to put the item on the ballot for a 4-year renewal. Don Spencer gave a presentation at the Peaine meeting with good financial information to educate the public. Don suggested having a public meeting before the millage election. He suggested a presentation on what happens when you call 911. This might encourage residents to vote for the millage. A good time might be the end of July to be held at the Peaine Township Hall. John Works suggested that information about the millage request be posted on the BIRHC website and an article published in the papers about what happens in a medical emergency on Beaver Island.

C. Good Samaritan Fund

Stoney Acres Grill sponsored a benefit on Saturday, May 1st for Smoke-Free night with .50 cents a drink to benefit the Health Center. The event raised \$250.00. Donna Kubic requested that this money and the monies in the Auxiliary account in the amount of \$1,100.00 be put into a restrictive fund and renamed the Good Samaritan Fund. Donna will do a thank you to Stoney Acre Grill and an announcement of the new fund for people who might want to donate. Donna will use her judgment in dispensing the money to cover medical treatment for needy patients and will make a report to the board quarterly. The board will review the process in a year to evaluate how it is proceeding. At that time the Board could make a formal policy. For now Donna will gather data and at a future date make a policy. **Motion to transfer monies from the Auxiliary Account and rename the account the Good Samaritan Fund (Works/Spencer) unanimously approved. Motion to establish the Good Samaritan Fund and authorize Donna to administer and report back every three months (Works/Speck) unanimously approved.**

VIII. Old Business

A. Setting Board Goals for 2010

Connie Wojan mentioned again two important goals for 2010 were: passing the renewal of the millage and successful summer fundraisers.

B. Open House

The connection with Charlevoix Area Hospital will be on for the entire two hours. The drawing for the Early Bird Special will be one at 12:00. Connie will ask the deputy to pull the winning ticket. Donna will try and schedule two live demonstrations with the ER and will also demonstrate our digital x ray. Terry Keyes offered to supply refreshments.

IX. Public Comment

There was no public comment

X. Closed session to discuss Personnel Matter

Motion to move into closed session to discuss a personnel matter (Spencer/Works) Role call, Birdsall, yes, Cook, yes, Gillespie, yes, y Keyes, yes, LoDico, yes, Martin (via speaker phone), yes, Speck, yes, Spencer, yes, Wojan, yes.

Open session resumed at 12:50 PM

Motion for the Board to direct Donna to create a policy stating that in legal cases involving an employee facing administrative or other legal action, that the Health Center, except in cases of gross negligence or violation of the law, pay the legal expenses for the employee. (Birdsall/ Speck), motion approved, unanimous.

XI. Adjournment

Motion to adjourn (Spencer/Cook) at 12:55 PM.

Respectfully submitted,

Connie Wojan, President

Sandra Birdsall, Secretary

Donna Kubic, Managing Director

March 2010 Operations report (Donna Kubic)

Included in your package is a flyer for the Jumpstart to wellness program – which has been advertised in the community and will continue indefinitely. The cost will be \$25.00 and include Review of Medical History, Height & Weight, Blood pressure check, Cholesterol, anemia, and blood sugar screening by doing a finger poke and an EKG. We will not bill this to insurances. The \$25.00 will cover the cost of the supplies we need to do the screening.

I met with Chris Krajewski, Women’s Resource Center, who is the Domestic Abuse/Sexual Assault Program Director and obtained rape kits which we have not had at the clinic and I will be writing a policy on how to deal with this situation as we do not have one at the present time.

I heard from TDS about the T-1 being installed and they indicated it would be 608-662-3531, done in about three weeks. They inquired about getting together with our tech support.

I did an interview on Joe Moore’s website promoting the open house and several other items.

I received a check from Stoney Acres in the amount of \$250.00 from the fund raiser on the night of the “smoke out”. An amount of \$1,113.94 is in an auxiliary account which Rick indicated was a fund set up to offset costs of fund raising from several years ago. The auxiliary group no longer is active. At the finance committee meeting, I requested this amount and the \$250.00

from Stoney Acres be set aside in an account maybe named the “Good Samaritan” or Guardian Angel Fund” to help community members in need of monetary assistance for various reasons to be used at the board discretion or if the board decides it could be my decision.

The Michigan rural health conference was held in Mt pleasant which I attend. I felt it was worth my while as I made a few contacts..

I offered a Lumbar Stenosis REMEC program and had 6 people in attendance.

I meet with the physical therapist manager at Charlevoix Hospital (Bob Grakowicz) who hasn't forgotten about Beaver Island and said of course it's all about the numbers and would keep me in the loop about possible services here.

The Health Center Website is finished www.birhc.org, please take a look at it and offer any suggestions you may have.

I met with Jack Messer, the new Executive Director of the Commission on Aging. He will be returning to the island and we will get together again.

We had two EMT Specialist spend a couple of days at the clinic to fulfill some of their practical's.

Thank you to Dawn Marsh and Maryanne for stripping and waxing all the floors which was a huge job.

I have switched Insurances (officer and directors, workmen's comp and building insurance with a savings of about \$1300.00 (which we can use to pay for the cost of fixing the van)

We have received the Kellogg grant.

I offered a Hospice in service through telemedicine on March 24”living with grief “and end of life care, several of the hospice volunteers attended

Dr Wartinger, urologist from University of Michigan has contact me about having another Men's Prostate Screening day this summer. This is available at no charge to the men of the island who would like to take advantage of this very important examination for prostate cancer. We had a number of men take advantage of this last summer. I will advertise when I get a couple dates from Dr. Wartinger.

Dr Cotter, Dermatologist has begun seeing patients here at the Health Center. On his first visit he saw 29 patients. He brought with him two of his staff members.

A group of cancer survivors have formed a support group which will be meeting the first Wednesday of the month. Through our telemedicine equipment this group met with

Charlevoix's Circle of strength support group and interacted with their member's real time. They will continue to meet every month and use the Polycom to meet with the Charlevoix group.

Number of patients seen through April of this year is down 91 patients. Billing compared to 2009 is down \$9,000.00.

The Health Fair is moving along. A long list of invitees has been distributed to the steering committee for them to contact. The fair will take place the Christian Fellowship Hall.

Finance Committee Minutes

Wednesday, May 12, 2010

1:300 AM BIRHC Community Room

Present– Mary Cook, Sandra Birdsall, John Martin (via speaker phone), Rick Speck, Don Spencer, Donna Kubic.

Absent: Carol Gillespie

I. Review current cash flow report

Mary Cook as developed a cumulative cash flow report. With the receipt of the Kellogg grant of \$35,000 the end of the fiscal year 2010 will end up with a \$19,361.71 positive cash balance.

II. Discussion of allocation of Good Samaritan funds – contributions for specific medical treatment purpose

Donna Kubic reported receiving a check from Stoney Acres in the amount of \$250.00 on the night of the "smoke out". An amount of \$1,113.94 is in an auxiliary account which Rick Speck indicated was a fund set up to offset costs of fund raising from several years ago. The auxiliary group no longer is active. Kubic requested this amount and the \$250.00 from Stoney Acres be set aside in an account to help community members in need of monetary assistance for various reasons to be used at the board discretion or Kubic. This will be discussed at the Board meeting on May 15th.

III. Engaging Northern Michigan Hospital Resource Development Dept (Foundation) for assistance toward BIRHC fund raising efforts.

Don Spencer will recommend at the next board meeting that the Resource Development Committee approach Northern Michigan Regional Hospital's fund raising department

IV. Grant opportunities for operations

Donna reported that her investigations of grants they are for projects and not for operations. The USDA indicated they would allow \$7,000 towards a generator with a loan at 4%. Donna indicated she will approach the tribe. Also mentioned was the possibility of looking into FEMA for funds for a larger generator.

Respectfully submitted,

Donna Kubic, Managing Director

BIRHC Resource Development Committee Meeting April 26, 2010 4 PM

Present: Connie Wojan, Denny Cook, Terry Keyes, John Works,

Brad Grassmick

Absent: Adam Richards

Connie called the meeting to order at 4 PM. As no one else was interested, Connie agreed to be committee chair. The committee discussed the following topics:

Golf Tournament Fundraiser

John Works confirmed his commitment to take the lead in planning the event. After discussion it was decided to set the date for the tournament for either Saturday August 14th or Saturday, August 21st. John suggested that the rain date for the event be set ahead of time for Sunday, the day after the original date.

Connie asked John what help he would need from the board. John said he would need help on the day of the tournament and in soliciting prizes and players. He emphasized the importance of recruiting golfers and business donations from the mainland. He stated his belief that with the boards' help a much larger amount of money could be raised than last year's \$6000+.

John will have a date selected by the May board meeting.

Car Raffle

81 tickets have been sold so far. The Early Bird drawing will be May 30th at the open house.

Credit Card Fundraiser

Brad reported on his research into having a deal where 1 % of charges of holders of a special Capital One card would go to the Health Center. He will have specific information for the May meeting that would enable board members, staff and other supporters to benefit the Health Center by applying for and using a Capital One card.

Website

Connie talked about the recent update of the birch.org website initiated by Donna. She asked the committee members to look the site over and contact Donna with suggested changes/improvements to the site.

Open Forum: Suggestions from New Board Members

Connie opened up the meeting to suggestions for improving fundraising.

Terry Keyes- More effort should be made to educate the public about the fact that patient fees cover only about 25% of what is needed to operate the HC. Connie agreed and said this was particularly important this year because of our August millage election.

Terry also suggested that board members approach all island businesses about putting on fundraisers for the HC such as the one Stoney Acre had scheduled for the weekend of April 30-May 1st.

John Works- emphasized the importance of soliciting new donors to the Endowment Fund. It was suggested that a DVD of Donna Kubic's PowerPoint presentation about the history of the HC would be a good tool to educate and solicit potential major donors.

Brad Grassmick- Suggested that it would be beneficial for members of the committee to meet with Northern Michigan's Foundation Board and/or staff. Denny and Brad will try to set something up when they are in the Petoskey area. Brad will also follow up with Jean McDonough about Ted Hughes' offer to do a free planned giving workshop.

Meeting adjourned 5:20 PM.

Respectfully submitted,

Connie Wojan, Chair