

Board of Directors Meeting Approved Minutes
Saturday, November 20, 2010
8:15 AM BIRHC Community Room

Present– *Board Members* –Sandra Birdsall, Denny Cook, Carol Gillespie, Brad Grassmick, Terry Keyes, Pete LoDico, John Martin, Rick Speck, Don Spencer, Connie Wojan, John Works, Jr.

Staff – Donna Kubic, Managing Director, Sue Solle, FNP

I. Call to Order & Welcome

Connie Wojan called the meeting to order at 8:15 AM.

II. Motion to move into Closed Session to discuss a complaint against an employee

8:18 AM **Motion to move into closed session to discuss a personnel matter**

(Spencer/Grassmick) Role call, Sandy Birdsall, yes, Denny Cook, yes, Carol Gillespie, yes, Brad Grassmick, yes, Terry Keyes, yes, Pete LoDico, yes, John Martin, yes, Rick Speck, yes, Don Spencer, yes, Connie Wojan, yes, John Works, yes

III. Motion to return to open session (Grassmick/LoDico) unanimously approved.

Open session resumed at 8:45 AM

IV. Three Hour Fundraising Strategic Planning

The Board enjoyed a very helpful fundraising presentation by Chris Dundon, Director of Development of NMRH Foundation. The highlights of Chris' recommendations are attached.

V. Review, revisions & approval of minutes

Motion to approve the minutes of the Sept 18, 2010 meeting (Spencer/Works) unanimously approved.

VI. Financial & Utilization Reports

The board was instructed by Rick Speck and Don Spencer to review the cash flow report and financial reports and to call Rick, Don or Donna with questions.

I. Old Business

A. Data base report

Terry Keyes reported on her research into databases for fund raising. Don Spencer indicated he would like someone other than the staff doing the data entry. Donna suggested asking Marianne who is already is on staff to help with data input. Terry will look over the Gift Works software. Donna will oversee the data base project. **Motion was made that Terry investigate further and test Gift Works or another computer programs sufficient to merge the 3 sources of data for presentation; that we utilize this data to increase our annual appeal; and that we allocate \$2500 for Donna to purchase the software and enter data (Birdsall/Cook) unanimously approved.** Connie Wojan wrote the annual appeal letter and indicated she would like to continue on the Resource Development Committee.

VIII. New Business

A. Appoint committee to interview new Board applicants

Motion to appoint John Works, Connie Wojan and Don Spencer to review new board member applications and survey the board concerning candidates for the officer positions. (Speck/Cook) unanimously approved.

B. Set date for Annual Meeting

Motion was made to set the annual meeting for January 29th at 10:00 AM. (Cook/Spencer) unanimously approved.

C. Risk assessment and how it applies to BIRHC

Don Spencer and Donna reported on risk factors related to the clinic as well as the care providers. Staff meetings are being held to assess requirements by the state for rural health status/certification. A partial list was provided to the board. A calendar was developed as to when the items need to be done. Brad Grassmick indicated he is willing to stay on the quality improvement committee. Donna asked for Board volunteers to help the staff with maintaining compliance with the many rural health and other regulations.

D. MOU Health & Wellness Cooperative of Northern Michigan

Motion to authorize Donna to participate and sign the MOU with Northern Michigan Regional Hospital, Cheboygan Hospital, Mackinaw Straits and Charlevoix Area Hospital (Works/Birdsall) unanimously approved.

Connie Wojan reported an addition to the agenda that is support for a tentative agreement between the Commission on Aging and BIRHC. Final approved is not needed, but support for the COA to move forward. Jack Messer will attend the January meeting. This contract will enable the COA to contract with the Medical Center for CENA services. Final wording might not be the same. **Motion was made to authorize Connie Wojan, or the president in office at the time to sign the contract with our attorney’s approval. (Birdsall/Cook) unanimously approved.**

E. Availability of the shingles vaccine & exactly who may obtain it. S. Birdsall
Sandy had nothing that made sense to report about the availability of the shingles vaccine at this time.

IX. Public Comment C. Wojan
No public comment

Motion to go into closed session (Spencer/Birdsall) Role call, Sandy Birdsall, yes, Denny Cook, yes, Carol Gillespie, yes, Brad Grassmick, yes, Terry Keyes, yes, Pete LoDico, yes, John Martin, yes, Rick Speck, yes, Don Spencer, yes, Connie Wojan, yes, John Works, yes

Motion to go into open session. (Works/Cook) unanimously approved.

X. Motion to Adjourn
Motion to adjourn at 1:30 PM (Gillespie/LoDico) unanimously approved.

Respectfully submitted,
Connie Wojan, President
Sandra Birdsall, Secretary

Donna Kubic, Managing Director