

**Board of Directors Special Meeting Approved Minutes**  
**Tuesday, January 18, 2011**  
**10:00 AM BIRHC Community Room**

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

Absent: Carol Gillespie,

**Staff** – Donna Kubic, Managing Director, Sue Solle, Chris VanLooy,

**I. Call to Order & Welcome**

Connie Wojan called the meeting to order at 10:00 AM welcoming Jack Messer, Commission on Aging, Executive Director, and guests in the audience, Pam Grassmick, Jeff Powers, and Gerry LaFreniere.

**II. Review, revision and approval of minutes**

**Motion to approve the minutes of the November 20, 2010 Board Meeting (Works, Spencer) unanimously approved.**

**III. Introduction, Jack Messer, Executive Director, Commission on Aging.**

Mr. Messer spoke on the focus of the Commission on Aging. The COA has two major focuses: services which allow seniors to remain in their homes and services which provide for socialization for those over age 60. To provide more services on Beaver Island for seniors in their homes, the COA is willing to contract with the BIRHC which would then provide services. A draft contract was distributed and is being reviewed by legal counsels of COA and the BIRHC. COA's legal counsel is looking for 1) the amounts to be charged COA for certified nurse aide services and for med management. Foot care will be done at the BIRHC and billed to Medicare. 2) If the verbiage "skilled" care was acceptable) 3. If COA is responsible for reimbursing copying, postage and supervision.

**IV. Financial & Utilization Reports**

**A. Financial reports presentation & discussion**

Rick Speck reported on the financial report. Revenue is right where it should be, operating expenses are a little behind. Overhead is at 19%. At this point we are in good shape as far as the budget. \$30,000 was taken out of Special Projects. Charlevoix County Community Foundation indicated the Health Center should be getting \$44,000 from interest from the Endowment Fund.

**B. Cash Flow Report**

Don Spencer reported on the Cash flow statement indicating the finance committee met yesterday. Connie Wojan reported to date the annual appeal letter has generated \$17,000. In March the \$44,000 should be received from the Endowment, and \$30,000 should be put back into Special Projects. It is hopeful that monies from the State for \$33,000 will be funded this year and received in October. Accounts receivable from the billing company was looked at by the finance committee. Six months from now the finance committee should make a determination to write off balances or send to collections. It appears we are collecting about 68% of what is billed with insurance write offs. **Motion to accept financials (Works/Spencer) unanimously approved.**

**V. Committee Reports**

**A. Resource Development**

Connie Wojan reported monies collected to date from the annual appeal is \$17,000. In the past 90% of the donations were received by the end of the year. Connie indicated contributions seem to be down from last year.

**B. Building Maintenance**

Denny Cook indicated with the receipt of the \$44,000 interest from the Endowment Fund additional monies should be added to the Building Maintenance Fund as provided in the resolution establishing the fund for long term maintenance. To date there is \$15,000 in the fund.

**Motion to deposit \$7,500 into the fund when the Endowment interest is paid by the Community Foundation. (Cook/Works) unanimously approved.**

**C. Finance Committee**

Reported on above under cash flow report.

**D. Medical Services & Quality Assessment – x-ray referral**

Brad Grassmick reported on speaking with Nighthawk, regarding reading of the x rays at the clinic. At this time Brad stated he sees no reason to change the way x-rays are being read presently. Dr Harlan is providing a great service at minimal cost to the clinic. Brad stated the additional cost of faster service is not worth the benefit. Treatment would not be any different and immediate service is available in the case of serious injury. If a patient is not satisfied with the timing of the reading of x-rays, the patient should be advised that an alternative is choose to leave the island to visit the ER on the mainland.

**E. Task Force**

Donna Kubic indicated Jim Flikema of Northern Michigan will e mail the current draft of the “Cover Letter, Master Outsourcing Agreement and Business Associate Addendum, which will be forwarded to board members. Reezie DeVet, CEO and Jim Flikema will attend the January 29th annual meeting and it is hoped the documents will be ready for approval at that time.

**VI. Operations Report**

**A. Summary of Activities, Statistics**

See attached

**VII. Old Business**

**A. Dr. White’s Contract**

Connie Wojan nor any other board members found reason to go into closed session. Dr. White is requesting a month to month contract because Dr White indicated she is unsure of her future plans. Concern was voiced over not receiving her Schedule C which is required by her contract.

**Motion was made to approve the contract subject to approval by Dr. White and her attorney and contingent upon receipt of her Schedule C and authorizing the next president to execute the contract. (Birdsall/LoDico) unanimously approved.** Birdsall was appointed to chair a committee to offer to work with Dr. White to discuss ideas on dental office economics on the Island.

**B. Car Raffle**

Pete LoDico will sign the title of the Chevy Cruze over to the Health Center to be held in escrow until the raffle. The Health Center’s attorney will be consulted to provide a disclaimer indicating Pete has no interest in the vehicle. Staff will pick out the color of the car. **Motion for Pete to purchase the Chevy Cruze for \$16, 121 and the BIRHC staff to pick out the color. (Cook/Martin) unanimously approved.**

**VIII. New Business**

**A. Staff Letter**

Donna referred to the letter written by the BIRHC staff to continue to invite Don Spencer to staff meetings after retiring from the board to provide a transition, and ask Denny Cook to be the Staff Liaison from the current board members. **Motion was made to appoint Denny Cook the Board Liaison to the staff (Speck/LoDico) unanimously approved.**

**B. Increased clerical support**

**Motion to allow Donna to hire an assistant for herself not to exceed \$5,000 for the year and to draft a job description for what that person has to do (Martin, Birdsall, Grassmick, Keyes opposed, Wojan, Works, Cook, LoDico, Speck, Spencer in favor. Motion carried.**

**IX. Public Comment**

No public comment

**Motion to go into closed session for purpose of approving the minutes of the Nov.20, 2010 Closed Session meeting. (Works/Wojan)** Role call, Birdsall, yes, Cook, yes

Spencer yes, Speck yes, LoDico yes, Works, yes, Grassmick, yes, Martin yes.

**Motion to approve the minutes from the November 20<sup>th</sup>, 2010 Closed Session meeting minutes. (Works/Spencer) unanimously approved.**

**Motion to go into open session** Role call, Birdsall, yes, Cook, yes

Spencer yes, Speck yes, LoDico yes, Works, yes, Grassmick, yes, Martin yes.

**X. Motion to Adjourn**

**Motion to adjourn at 12:45 PM (LoDico/Spencer) unanimously approved.**

Respectfully submitted,

Donna Kubic, Managing Director

Sandra Birdsall, Secretary