

## Board of Directors Meeting Approved Minutes

Saturday, March 19, 2011

10:00 AM BIRHC Community Room

**Present** – *Board Members* – Sandy Birdsall, Denny Cook, Terry Keyes, Gerry LaFreniere, Pete LoDico, Adam Richards, Rick Speck, John Works. On telephone: John Martin, Jeff Powers

*Absent* – Carol Gillespie

*Staff* – Donna Kubic, Managing Director; Deb Plastrik, Administrative Assistant

*Guest* – Don Spencer

### I. Call to Order & Welcome

Denny Cook called the meeting to order at 10:00 AM.

### II. Revisions to the Agenda – none

### III. Review, Revisions and Approval of Minutes - attached

January 18, 2011 – **Motion to approve (Works, LaFreniere) unanimously approved.**

January 29, 2011 – **Motion to approve (Keyes/Richards)** Sandy noted that the policies referenced needed to be attached. **Motion to approve with revision (Works/Keyes) unanimously approved.**

### IV. Financial and Utilization Reports - attached

Rick said that income was a little ahead of budget because of the receipt of the state funding and nearly all of tax collections. Expenses were running right about at budget or a little behind. He said he did not foresee any budget crunches at this time. **Motion to approve the financial report (Works/Richards) unanimously approved.**

Rick also presented the cash flow report.

### V. Committee Reports

A. Resource Development: John Martin updated the board on plans to send a newsletter to all island property owners in May. Budget is \$2,292 including postage, printing, insert of a remittance envelope. A thank you letter will be included to those who contributed to the annual appeal. **Motion to approve budget request (Works, Richards) unanimously approved**

B. Building Maintenance: Gerry reported he had investigated how to replace the worn tile around Wendy White's dental chair. Gerry and Jeff will select flooring and installer. **Motion to approve expenditure of no more than \$1,000.00 to replace floor (Works/Cook) unanimously approved.**

Gerry discussed the need for a part-time maintenance person. The person would have to be an employee of BIRHC to be covered by the center's insurance. The position description will be posted for an on-call maintenance person at \$18.00 an hour. Gerry proposed hiring Garrett Cole for a period of 30 days at \$18 an hour to help staff prepare the building for the state legislators' visit. **Motion to approve hiring Garrett Cole for 30-day period (Works/Cook) approved unanimously.**

**Motion to approve allowing the maintenance committee to draft and post a job description and interview candidates (Works/Cook) approved unanimously.**

C. Finance: Rick presented a bad debt policy (attached) for consideration, saying that adopting the policy would allow accounts receivable over 150 days old and in collection to be written off. Accounts receivable are considered assets and can skew the financial picture. Terry asked if the policy could be changed to remove the

reference to 9/30/2010, replacing it with “annually” and Rick accepted the amendment. **Motion to approve bad debt policy as amended (LaFreniere/Works) unanimously accepted.**

**Motion to approve policy to take effect as of this date (Birdsall/Keyes) unanimously approved.**

D. Medical Services and Quality Assessment: Carol was unable to attend the meeting. The board discussed adding a survey about services to a future newsletter.

**VI. Operations Report**

(Attached)

**VII. Old Business**

A. The contract with Dr. Wendy White has been signed.

B. Denny proposed the following framework to stagger director terms: Gerry, Jeff and Adam would serve a one-year term and be eligible for a three-year term next year, ending in 2015; Denny, Terry and John Martin’s terms would end in 2014; Sandy, Carol and John Works’ terms would end in 2013. **Motion to approve this staggering of terms (Works/LaFreniere) unanimously approved.**

**VIII. New Business**

Denny said that the Memorandum of Understanding with Charlevoix Cheboygan Emergency Management was not yet ready for signature. Greg Williams, the agency’s head, had visited the BIRHC and was excited to work with the island. The MOU is needed to allow making the BIRHC a command center for disaster response. **Motion to allow Executive Committee to approve MOU when it is ready for signature (Martin/Works) unanimously approved.**

**IX. Public Comment**

Don Spencer congratulated the board on dealing with three critical issues: maintenance, accounts receivable and resource development.

**X. Motion to Adjourn**

**Motion to adjourn at 11:50 AM (Keyes/LoDico) unanimously approved.**

Respectfully submitted

Deb Plastrik, Recording Secretary