

Board of Directors Meeting Approved Minutes

Saturday, September 16, 2012

10:00 AM BIRHC Community Room

Present – *Board Members* – Sandy Birdsall, Denny Cook, Terry Keyes, Pete LoDico, John Martin, Jeff Powers, Adam Richards, Rick Speck, Connie Wojan, John Works

Absent – Carol Gillespie

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

Guests – Jerry LaFreniere, Don Spencer, Karen Wojan

I. Call to Order & Welcome

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

II. Revisions to the Agenda

Denny Cook added two items under new business: consideration of a new telephone system and appointment of a representative to the Human Services Commission.

III. Review, revisions and Approval of Minutes – attached

July 21, 2012 – **Motion to approve (Works/Richards) unanimously approved.**

IV. Financial and Utilization Reports – attached

Rick Speck said that the draft budget had been submitted to the two townships. The millage requested would generate about \$10,000 less per township for the coming year. After discussion, the board voted to consider the salary line item separately, per the auditors' recommendations. The line reflects a 3% increase after some years of no increases. **Motion to approve the salary line item (LoDico/Works) approved with Birdsall and Powers voting no.**
Motion to accept the draft budget (Works/LoDico) unanimously approved.
Motion to approve the check register, per the auditors' recommendations.(Powers/Richards) unanimously approved.

V. Committee Reports

A. Resource Development: John Martin summarized the staff reports (attached) regarding the visiting physicians. The board will continue to consider other ways to reach out to the University of Michigan and also perhaps the Michigan State University and Central Michigan University programs. Connie Wojan reported on the car raffle and thanked Pete LoDico for all his work to help raise \$18,700 this year.

B. Finance: no report

C. Building maintenance:

1) Pete LoDico reported on the need for a storage unit to hold lawn/snow removal equipment for BIRHC and Forest View. **Motion to approve spending up to \$2,000 for a shed on BIRHC property (Martin/Cook) unanimously approved.**

2) Jerry LaFreniere explained the estimate (attached) for \$1,174.85 from Robert's John Service to install timers on exhaust fans which should cut down on energy costs. **Motion to approve (Birdsall/Richards) unanimously approved.**

D. Medical Services and Quality Assessment: no report

E. Audit Committee: no report.

VI. Operations Report (attached)

The board discussed ways to increase community awareness of programs. **Motion to investigate cost of digital sign for BIRHC (Speck/Martin) approved with Works voting no.**

VII. Old Business

None

VIII. New Business

- 1) The board considered Webb Martin's letter on exempt employees (attached). **Motion to refer the question to the executive committee (Works/Speck) unanimously approved.**
- 2) **Motion to appoint Adam Richards as the BIRHC representative to the Human Services Commission (Birdsall/Wojan) unanimously approved.**
- 3) Donna Kubic explained the report on the telephone system (attached). **Motion to approve the purchase of a new system with Donna Kubic and Rick Speck authorized to negotiate details (Martin/Birdsall) unanimously approved.**

IX. Public Comment

Don Spencer asked the board to think about hiring a part-time resource development director in the future.

X. Motion to adjourn:

Motion to adjourn at 12:29 PM (Cook/LoDico) unanimously approved.

Respectfully submitted,

Deb Plastrik, Recording Secretary

September 15, 2012 Operations Report

Insurance we currently have will increase 12 percent for the same benefits. We have agreed to reduce benefits which resulted in a savings of 3.8 percent.

Would like to present need for new telephone system.

We are in need of more storage. Our snow blower, which lives outside the backdoor, signs for outside, ladders, and other miscellaneous items are in the mechanical room which is not the ideal place for any of these items.

Northwest Michigan Community Health Agency visited the clinic to inspect vaccines and the recording of the vaccines in the State of Michigan website program. Thanks to the providers, the clinic scored 100% accuracy and will be featured in the Health Departments newsletter. The staff's picture was taken and will be given a gift certificate with one of the local restaurants.

The Beaver Island Circle of strength continues to take advantage of the connection with Charlevoix Area Hospital to be in touch with their cancer survivor group.

The hiring of a mid level has been advertised on four internet sites. McClaren Northern Hospital's human resource department is helping. Jo Hendrix is putting the word out as is Jean McDonough, former board member. Marilyn McFarland has provided me with a contact at the University of Michigan, Flint. The ad ran in both newspapers and on Joe Moore's website. Individuals Marilyn McFarland, Jo Hendrix, Bernadette Cole have all been informed and are willing to get the word out. I have had one inquiry to date.

Sue will be on vacation for two weeks and Jean McDonough who is now a Nurse Practitioner will cover the weekends when Sue is gone.

EMS is taking advantage of Webinars at the clinic for continuing education.

Included in your packet, a hand written note from Senator Kahn thanking everyone for his visit to the island.

Charlevoix Area Hospital physical therapy supervisor visited the clinic to view Larry Hudson's operation here. He was very impressed with the clinic and reassured me there are no plans to change our arrangement.

I was invited to speak at the Women's Prayer luncheon on how the Health Center can help with mammograms for the uninsured. I invited Joy Klooster who is the Breast and Cervical Cancer program coordinator with the Health Department of Northwest Michigan who also spoke about programs available through the Health Department.

Dr Cotter returned on September 10th and 25 patients were seen by him and his staff.

The Broder family has sent out a press release to select members of the national press corp and to media connections in DC. Press coverage followed after the release. 6 more books have been sold since then. The press release has been added to the BIRHC website.

\$1,000 donation from a patient who had to be transported to McClaren Northern Hospital with chest pain.

Flu shot are available.

Report from Deb, Donna and Sue included in the packets with their opinion this summer with the visiting U of M physicians. Chris wanted to let the board know, she agreed with everything Deb wrote.

Jeff Ritsema, West Michigan Eye care Associates, Grand Rapids and Dr. Richard Gross, will be seeing island residents at the Health Center on September 17 and 18. Patients seeing the Doctors are low income and without insurance. Dr Jeff was instrumental in encouraging a resident to have eye surgery. The Gail Weede fund helped financially. Joe Moore and Pete LoDico (two separate trips) accompanied the patient to his preop, surgery date and post op visits. The patient has regained site in one eye and said" this is the first time in 5 years I can read and see colors. Thanks to all who helped this patient.

Newsletter will be at the printer soon. Deb and Connie have done all the organizing, writing, with Frank Solle doing the layout.

Charlevoix Area Hospital is featuring their satellite offices in their annual report. The Health Center will be featured in the report.

Sue and I made several visits this summer to a home bound resident. The patient passed away a few days ago and the clinic has been named for contributions in memory of the patient.

**2012-
2013**

Fiscal Year

Betty	\$ 33,930.00
Chris	\$ 70,040.00
Donna	\$ 54,590.00
Sue	\$ 70,906.00

Deb	\$15.00
Garret	\$ 20.00
Marianne	\$ 12.50

\$318.00 providers are paid a day for time over 168 hours in a pay period