

Board of Directors Meeting Draft Minutes
Saturday, March 26, 2017
10:00 AM BIRHC Community Room

Present – Denny Cook, Bill Johnson, Jim Wojan, Larry Kubic, Don Spencer, Connie Wojan

Absent – Diane McDonough, Maura Turner

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

Guests – Karen Wojan, Mary Cook

I. Call to Order & Welcome

President Connie Wojan called the meeting to order at 10:00 AM.

II. Revisions to the Agenda

Under New Business A and B to follow review and revision of minutes

III. Review, revisions & approval of the minutes

Motion to approve the minutes of the regular meeting of December 10, 2016 as written (Spencer/Cook) unanimously approved.

IV. Letter to ESA/Update on EMS

Dr Martin spoke of a natural progression of cooperation with EMS. Central is routinely directing EMS to bring the patient to the health center when appropriate. Positive things are happening now using an informal agreement. Dr Martin is attending a meeting in Lansing on March 28th with Nick Lyons, Director of the Michigan Department of Health and Human Services and several other representatives. Dr. Martin talked about if EMS is going to participate in the clinic there will need to be a more formal agreement. Dr Martin will address at the meeting in Lansing the recent three over night patients who were unable to be evacuated due to weather.

Lean Program

Bill Johnson spoke about the Lean program and its advantages for the BIRHC staff. He presented a power point presentation to the board. **Motion made to delay conversation of the Lean Program (Spencer/Cook) unanimously approved.**

V. Financial and Utilization Reports (attached)

Mary Cook presented the financial reports which will be downloaded out of quick books.

Expenses are running according to budget. **Motion to approve financial reports (attached) as presented (Spencer/J. Wojan) unanimously approved.**

Motion to amend the budget as presented by Mary Cook (C. Wojan/Spencer) unanimously approved.

Motion to approve the check register (attached) (Spencer, J. Wojan) unanimously approved.

Motion to approve the 990 as presented (J.Wojan/Spencer) unanimously approved.

Motion to approve the audit subject to the bookkeeper's changes (Spencer/J. Wojan) unanimously approved.

VI. Committee Reports

- A. Resource Development – C. Wojan talked about a thank you party for members of our legacy tree society. Don Spencer would give a presentation on our budget and what we are doing C. Wojan also talked about pursuing planned giving.
- B. Finance – D. Spencer n met with Mary Cook to go over the income statement prior to the board meeting.
- C. Building Management –Spencer mentioned one of the ceiling fans was not working. D. Cook waiting on the propane tank to get low enough so it can be swung around and then able to get a fence up. Kubic will ask Bob about repainting of the handicap lines in the front of the building.
- D. Audit Committee – Audit Committee met. Mary Cook indicated she was in agreement with the draft audit with one item the phone system being addressed. Audit committee met with Mary Cook and agrees to stay with the current auditor.

VII. Operations Report – (attached)

Kubic spoke about connecting via telemedicine with Munson hospice for grief counseling for a Resident who lost a loved one.

VIII. Old Business

None

IX. New Business

- A. Board approved additional help for Donna if and when Deb decides to retire.

Five Year Plan

Bill Johnson will contact Beverly Seiford summer resident who lives on the East Side to contact Donna regarding pricing on helping with a five-year plan. Beverly will be on the island the end of April.

B. Interest from Endowment Fund

Motion to approve the \$59,000 interest from the Endowment Fund will be deposited into the general checking account (Spencer, J. Wojan) unanimously approved.

C. Letter from Dr. White

The letters from Dr White stating her demands were distributed. Discussion was had. The letters will be sent to the new BIRHC lawyer for his opinion. A letter will be sent to Wendy White informing her legal counsel is being sought.

E. Patient Point TV

Board decided to leave the decision up to the staff about the patient TV in the waiting room. .

X. Public Comment

None.

- A. Motion to adjourn at 12:20 PM unanimously approved.**

Respectfully submitted, Donna Kubic