

**Board of Directors Annual Meeting Draft Minutes**

**Saturday, Dec. 12, 2015**

**10:00 AM BIRHC Community Room**

**Present – Board Members –** Denny Cook, Terry Keyes, Rick Speck, Connie Wojan, John Works Jr.

**Absent –** Larry Kubic, Jim Wojan

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

**Guests –** Don Spencer

**I. Call to Order & Welcome**

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

**II. Revisions to the agenda**

Item H under New Business was moved to the top of the agenda.

Pete LoDico reported that he had researched a vehicle and suggested a Chevy Sonic hatchback.

**Motion to authorize Pete LoDico to spend up to \$19,000 on the raffle vehicle for the 2016 fundraiser (Cook/Speck) unanimously approved.**

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

**Motion to approve the minutes of September 19, 2015 (Works/Cook) unanimously approved.**

**IV. Financial and Utilization Reports – attached**

Rick Speck reviewed the income statement for FY 2015 and the first month of FY 2016. He noted that the BIRHC had finished FY 2015 under budget but that unbudgeted expenditures had led to a decrease in the carry-forward to the present year. The new projected budget differs from the draft budget approved during the summer for the townships.

**Motion to amend the FY 2016 budget as presented (Works/Keyes) unanimously approved.**

**Motion to accept financial reports as presented (Works/Cook) unanimously approved.**

**Motion to approve check register (Keyes/Works) unanimously approved.**

**V. Committee Reports**

A. Resource Development – Deb Plastrik reported on newsletter and annual appeal donations.

B. Finance – No meeting.

- C. Building Management – Denny Cook was thanked by the board for all his work on the generator problems. He reported that he had consulted Carl Wager on whether to re-install gutters on the building and was advised not to do so.
- D. Audit Committee – letter attached. Mary Cook will be supplying information to the auditors.
- E. Quality Assessment and Performance Improvement – Deb Plastrik reported that data for the annual evaluation meeting was being collected.

**VI. Operations Report –**

Donna Kubic noted that the collection report now included a column which showed monthly visits to the Center, not just billable encounters. It was suggested that statistics on monthly patient visits to specialists also be kept and reported.

**VII. Old Business**

None

**VIII. New Business**

- A. Staff insurance and sick leave changes – recommendations from the Executive Committee attached. The board discussed how to deal with the two health insurance issues created when an employee becomes eligible for Medicare. An increase in bankable sick leave days from the current 30 to 60 days was recommended to permit more flexibility for long-term employees. The Executive Committee also recommended paying for dependent health care coverage for Carolyn Space's family for seven months. The board members expressed a desire to research paying for dependents' health care for all eligible employees in the future.  
**Motion to approve changes 1, 3 and 4 on attached report recommended by the Executive Committee (Works/Keyes) unanimously approved.**  
The recommended change 2 on attached report will be held for further discussion.
- B. Mock survey – .  
**Motion to contract with Health Service Associates to conduct a site visit to assess RHC recertification readiness (Keyes/Cook) unanimously approved.**
- C. Staff bonuses  
**Motion to give Managing Director Donna Kubic a one-time bonus of \$2500 in recognition of her hard work during this challenging year (Cook/Speck) approved by four to one vote.**  
**Motion to approve \$1500 in employee bonuses to be allotted by the Managing Director (Works/Keyes) unanimously approved.**
- D. Election of new board member. One candidate had applied for consideration, Don Spencer.  
**Motion to elect Don Spencer to the board (Works/Cook) unanimously approved.**
- E. Election of officers:  
**Motion to elect Connie Wojan as president (Speck/Keyes) unanimously approved.**  
**Motion to elect Don Spencer as vice president (Speck/Keyes) unanimously approved.**  
**Motion to elect Denny Cook as secretary (Speck/Works) unanimously approved.**  
**Motion to elect Rick Speck as treasurer (Wojan/Keyes) unanimously approved.**
- F. Committee assignments for 2016  
Executive Committee – Connie Wojan, Don Spencer, Denny Cook, Rick Speck

QAPI Committee – Dr. John Martin, Deb Plastrik, Terry Keyes, Carolyn Space, Sue Solle,  
Dr. Brad Grassmick

Audit Committee – Jim Wojan, Larry Kubic, Mary Cook will suggest another member

Resource Development Committee – Connie Wojan, Terry Keyes, Pete LoDico, Don  
Spencer, Christie Perdue

Building Maintenance – Denny Cook, Jim Wojan, John Works Jr.

**G. Meeting dates for 2016**

March 19, June 18, September 17, December 10 annual meeting

All meetings are at 10 am on Saturdays in the Community Room at BIRHC.

**H. Recognition of retiring board member**

Connie Wojan thanked John Works Jr. for his six years of service on the board and presented  
him with a plaque.

**IX. Public Comment**

None.

**X. Motion to Adjourn at 12:10 pm (Keyes/Speck) unanimously approved.**

**Respectfully submitted,**

**Deb Plastrik**

**BEAVER ISLAND RURAL HEALTH CENTER**

As of October 2015	Income Statement			
	2015-2016 Budget	For the Month Ending Actual Year to Date	October 31, 2015 % of Budget Collected	Remaining Budget
Carryover Previous Year	52,729.00	52,729.00	100.00	0.00
<b>Income</b>				
Funds from Auxiliary Acct	0.00	0.00	0.00	0.00
Interest Earned	450.00	32.00	7.11	418.00
Income: Teleme Grant Univ Serv	6,000.00	0.00	0.00	6,000.00
Income: CCCF Special Proj Fund	65,000.00	0.00	0.00	65,000.00
Interest-CCCF Endowment	0.00	0.00	0.00	0.00
Medicaid Interim Pay't	2,000.00	1,000.00	50.00	1,000.00
Medicare Contract Adj.	3,500.00	0.00	0.00	3,500.00
Income - Dental Space	4,050.00	400.00	9.88	3,650.00
Income: Millage, St. James	79,516.00	0.00	0.00	79,516.00
Income: Millage, Peaine	115,868.00	0.00	0.00	115,868.00
Donations/Fund Raising	55,000.00	1,625.00	2.95	53,375.00
CCCF/Other Grants	0.00	0.00	0.00	0.00
State Funding	100,000.00	0.00	0.00	0.00
Medical Service Income	108,000.00	11,694.00	10.83	96,306.00
Miscellaneous Income (Ins Reimb)	0.00	0.00	#DIV/0!	0.00
<b>Total Income</b>	<b>592,113.00</b>	<b>67,480.00</b>	<b>11.40</b>	<b>424,633.00</b>
<b>Expenses - Employee</b>				
Salary:FNP/PA/Relief care	163,000.00	9,101.00	5.58	153,899.00
Salary:Admi/Clerical/Clinical	103,000.00	7,761.00	7.53	95,239.00
Salary:Custodian/Maint	7,000.00	263.00	3.76	6,737.00
Insurance-Health Care	24,500.00	1,083.00	4.42	23,417.00
Employers' Portion Simple IRA	8,135.00	314.00	3.86	7,821.00
FICA-ER portion	20,850.00	1,285.00	6.16	19,565.00
NP Liability Ins.	0.00	0.00	#DIV/0!	0.00
Insurance-Workman's Comp	3,390.00	0.00	0.00	3,390.00
Education - Prof. Continuing	1,000.00	0.00	0.00	1,000.00
Education - Clerical Cont	500.00	0.00	0.00	500.00
<b>Total Employee Expenses</b>	<b>331,375.00</b>	<b>19,807.00</b>	<b>5.98</b>	<b>311,568.00</b>
<b>Expenses - Contact Services</b>				
Physician's Agreement	24,000.00	2,000.00	8.33	22,000.00
Legal / Accounting	15,500.00	426.00	2.75	15,074.00
Contract Services	25,500.00	2,276.00	8.93	23,224.00
<b>Total Contract Services</b>	<b>65,000.00</b>	<b>4,702.00</b>	<b>7.23</b>	<b>60,298.00</b>

**Expenses - Overhead**

<b>Auto Expenses</b>	<b>2,500.00</b>	<b>95.00</b>	<b>3.80</b>	<b>2,405.00</b>
Internet Project/Service	10,000.00	870.00	8.70	9,130.00
Bank Charges/Credit Card Fees	450.00	117.00	26.00	333.00
Computer Software	1,500.00	0.00	0.00	1,500.00
Computer Tech Support	3,500.00	0.00	0.00	3,500.00
Dues and Subscriptions Exp	650.00	20.00	3.08	630.00
Electric	11,600.00	380.00	3.28	11,220.00
Equip - Purchase	3,000.00	421.00	14.03	2,579.00
Freight /Shipping	1,000.00	71.00	7.10	929.00
Insurance-General	15,000.00	0.00	0.00	15,000.00
Licenses	2,250.00	123.00	5.47	2,127.00
Lodging	450.00	0.00	0.00	450.00
Maint.- Building	2,500.00	11.00	0.44	2,489.00
Maint. - Equipment (copier, x-	1,000.00	0.00	0.00	1,000.00
Maint. - Grounds	3,200.00	0.00	0.00	3,200.00
Meals and Entertainment	1,500.00	0.00	0.00	1,500.00
Pet Gas (Heating)	19,500.00	0.00	0.00	19,500.00
Pet Gas (Emergency Generator)	500.00	0.00	0.00	500.00
Postage	850.00	16.00	1.88	834.00
Supplies - Cleaning	450.00	0.00	0.00	450.00
Supplies - Office	3,500.00	785.00	22.43	2,715.00
Supplies - Medical	10,000.00	369.00	3.69	9,631.00
Supplies -Pharmacy	9,000.00	2,038.00	22.64	6,962.00
Supplies - Xray	1,400.00	0.00	0.00	1,400.00
Office Publications	200.00	0.00	0.00	200.00
Technology Services Upgrade	16,000.00	0.00	0.00	16,000.00
Telephone	5,250.00	515.00	9.81	4,735.00
Travel	3,500.00	102.00	2.91	3,398.00
Waste Management	150.00	40.00	26.67	110.00
Miscellaneous	0.00	0.00	#DIV/0!	0.00
<b>Total Overhead</b>	<b>130,400.00</b>	<b>5,973.00</b>	<b>4.58</b>	<b>124,427.00</b>
<b>Total Budget</b>	<b>526,775.00</b>	<b>30,482.00</b>	<b>5.79</b>	<b>496,293.00</b>
<b>Net Income (Loss)</b>	<b>65,338.00</b>	<b>36,998.00</b>		
RaffleTruck Purchase	18,000.00	23.00		
Fund Raising Expense	9,000.00	692.00		
Grant Expenses	2,500.00	178.00		
Restricted Fund Expenses	10,000.00	0.00		
Miscellaneous U of M Doc's etc	0.00	0.00		
Budgeted Surplus(Maint/facilities)	10,000.00	10,000.00		
Net Income (Loss)	15,838.00	26,105.00		
Contributions to Others		0.00		
		26,105.00		

Major Maintenance/Repairs 0.00

**BEAVER ISLAND RURAL HEALTH CENTER**

Income Statement  
For the Month Ending September 30, 2015

As of September 2015	2014-2015 Budget	Actual Year to Date	% of Budget Collected	Remaining Budget
Carryover Previous Year Income	69,674.00	69,674.00	100.00	0.00
Funds from Auxiliary Acct	0.00	0.00	0.00	0.00
Interest Earned	1,000.00	438.00	43.80	562.00
Income: Teleme Grant Univ Serv	6,000.00	0.00	0.00	6,000.00
Income: CCCF Special Proj Fund	65,000.00	48,000.00	73.85	17,000.00
Interest-CCCF Endowment	0.00	0.00	0.00	0.00
Medicaid Interim Pay't	3,000.00	1,756.00	58.53	1,244.00
Medicare Contract Adj.	4,000.00	1,217.00	30.43	2,783.00
Income - Dental Space	3,990.00	4,073.00	102.08	(83.00)
Income: Millage, St. James	78,325.00	80,423.00	102.68	(2,098.00)
Income: Millage, Peaine	115,759.00	117,608.00	101.69	(1,849.00)
Donations/Fund Raising	45,000.00	61,694.00	137.10	(16,694.00)
CCCF/Other Grants	0.00	0.00	0.00	0.00
State Funding	100,000.00	100,000.00	100.00	0.00
Medical Service Income	105,340.00	107,791.00	102.33	(2,451.00)
Miscellaneous Income (Ins Reimb)	0.00	47,725.00	#DIV/0!	(47,725.00)
<b>Total Income</b>	<b>597,068.00</b>	<b>640,399.00</b>	<b>107.25</b>	<b>(43,311.00)</b>
<b>Expenses - Employee</b>				
Salary:FNP/PA/Relief care	163,770.00	162,501.00	99.23	1,269.00
Salary:Admi/Clerical/Clinical	99,617.00	102,632.00	103.03	(3,015.00)
Salary:Custodian/Maint	5,120.00	7,031.00	137.32	(1,911.00)
Insurance-Health Care	28,685.00	17,088.00	59.57	11,597.00
Employers' Portion Simple IRA	8,135.00	5,596.00	68.79	2,539.00
FICA-ER portion	20,850.00	19,639.00	94.19	1,211.00
NP Liability Ins.	0.00	2,419.00	#DIV/0!	(2,419.00)
Insurance-Workman's Comp	3,390.00	686.00	20.24	2,704.00
Education - Prof. Continuing	1,000.00	303.00	30.30	697.00
Education - Clerical Cont	500.00	0.00	0.00	500.00
<b>Total Employee Expenses</b>	<b>331,067.00</b>	<b>317,895.00</b>	<b>96.02</b>	<b>13,172.00</b>
<b>Expenses - Contact Services</b>				
Physician's Agreement	24,000.00	24,000.00	100.00	0.00
Legal / Accounting	16,500.00	11,577.00	70.16	4,923.00
Contract Services	22,500.00	25,349.00	112.66	(2,849.00)
<b>Total Contract Services</b>	<b>63,000.00</b>	<b>60,926.00</b>	<b>96.71</b>	<b>2,074.00</b>

<b>Expenses - Overhead</b>				
Auto Expenses/New Vehicle	10,000.00	9,821.00	98.21	179.00
Internet Project/Service	10,000.00	10,643.00	106.43	(643.00)
Bank Charges/Credit Card Fees	450.00	620.00	137.78	(170.00)
Computer Software	1,500.00	0.00	0.00	1,500.00
Computer Tech Support	3,500.00	2,850.00	81.43	650.00
Dues and Subscriptions Exp	400.00	1,275.00	318.75	(875.00)
Electric	11,500.00	11,577.00	100.67	(77.00)
Equip - Purchase	6,000.00	5,760.00	96.00	240.00
Freight /Shipping	850.00	1,183.00	139.18	(333.00)
Insurance-General	12,700.00	14,066.00	110.76	(1,366.00)
Licenses	750.00	2,258.00	301.07	(1,508.00)
Lodging	450.00	766.00	170.22	(316.00)
Maint.- Building	3,200.00	1,802.00	56.31	1,398.00
Maint. - Equipment (copier, x-	1,500.00	1,077.00	71.80	423.00
Maint. - Grounds	750.00	2,555.00	340.67	(1,805.00)
Meals and Entertainment	500.00	2,235.00	447.00	(1,735.00)
Pet Gas (Heating)	18,000.00	18,230.00	101.28	(230.00)
Pet Gas (Emergency Generator)	500.00	0.00	0.00	500.00
Postage	750.00	760.00	101.33	(10.00)
Supplies - Cleaning	600.00	308.00	51.33	292.00
Supplies - Office	4,200.00	3,020.00	71.90	1,180.00
Supplies - Medical	10,000.00	9,856.00	98.56	144.00
Supplies -Pharmacy	4,500.00	13,378.00	297.29	(8,878.00)
Supplies - Xray	1,400.00	130.00	9.29	1,270.00
Office Publications	200.00	650.00	325.00	(450.00)
Technology Services Upgrade	25,000.00	2,388.00	9.55	22,612.00
Telephone	4,900.00	5,233.00	106.80	(333.00)
Travel	3,750.00	4,087.00	108.99	(337.00)
Waste Management	200.00	80.00	40.00	120.00
Miscellaneous	0.00	306.00	#DIV/0!	(306.00)
<b>Total Overhead</b>	<b>138,050.00</b>	<b>126,914.00</b>	<b>91.93</b>	<b>11,136.00</b>
<b>Total Budget</b>	<b>532,117.00</b>	<b>505,735.00</b>	<b>95.04</b>	<b>26,382.00</b>
<b>Net Income (Loss)</b>	<b>64,971.00</b>	<b>134,664.00</b>		
RaffleTruck Purchase	18,000.00	21,395.00		
Fund Raising Expense	7,000.00	11,597.00		
Grant Expenses	4,500.00	4,294.00		
Restricted Fund Expenses	3,000.00	29,649.00		
Miscellaneous U of M Doc's etc	1,000.00	0.00		
Budgeted Surplus(Maint/facilities)	10,000.00	10,000.00		
<b>Net Income (Loss)</b>	<b>21,471.00</b>	<b>57,729.00</b>		
Contributions to Others		5,000.00		
		<b>52,729.00</b>		
Major Maintenance/Repairs		50,445.00		