

Board of Directors Meeting Draft Minutes

Saturday, March 21, 2015

10:00 AM BIRHC Community Room

Present – *Board Members* – Terry Keyes, Larry Kubic, Connie Wojan, Jim Wojan, John Works Jr.

Absent – Rick Speck

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

Guests – Denny Cook, Jack Gallagher, Brad Grassmick, John Martin, Joe Moore, Don Spencer, Bob Tidmore

I. Call to Order & Welcome

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

II. Revisions to the agenda

Connie Wojan asked to strike the Stephens bequest issue from Old Business; the matter was handled at the last meeting. She asked to add the audit under New Business.

III. Dr. John Martin

Dr. Martin, an orthopedic surgeon, spoke briefly to the board, expressing his interest of being of service to the BIRHC in some capacity.

Motion to authorize Donna Kubic to explore a possible relationship with Dr. Martin and to report back to the board (Works/J. Wojan) unanimously approved

IV. Review, revisions and approval of minutes – attached

Motion to approve the minutes of the Dec. 13, 2014 meeting as written (J. Wojan/Keyes) unanimously approved

V. Financial and Utilization Reports – attached

Mary Cook reported in Rick Speck's absence. She noted that the reports reflected the costs of the building repairs, the insurance payment for the claim filed for that ice damage, and the timing of winter tax income from the townships.

Motion to accept the cash report (Works/J. Wojan) unanimously approved

Motion to accept the cash flow report (J. Wojan/C. Wojan) unanimously approved

Motion to approve the check register (Works/J. Wojan) unanimously approved

VI. Presentation by Christie Perdue – on telephone

Christie Perdue reported on fundraising initiative progress. Board members were asked to review letter drafts and logo suggestions and to make suggestions to her by email.

VII. Committee Reports

- A. Resource Development – Connie Wojan and Deb Plastrik reported on fundraising totals and plans for the upcoming raffle. Written report attached.
- B. Finance – no report in Rick Speck’s absence.
- C. Building Management – Jim Wojan said that the added insulation and repairs to the building had prevented a repeat of last year’s ice dams. There are some shingles on the south side that need to be replaced and thermal seals on some windows have failed.
- D. Medical Services and Quality Assessment – report later on agenda.
- E. Audit Committee – Mary Cook briefly reviewed the drafts of the audit and the 990 form.

Motion to authorize the Audit Committee to approve the audit and the 990 form on the Board’s behalf (J. Wojan/Works) unanimously approved

VIII. Operations Report – attached

Donna Kubic noted that two candidates for the NP/PA position would visit the Center in the next week and invited board members to stop by to meet them. She said that she had spoken with a Petoskey podiatrist about seeing patients on the island and would be advertising to see how many patients would be interested. She added that the VA would be coming on April 24 to continue making preparations for expanded care here.

IX. Old Business

Connie Wojan reported on research she had done about adding to the signage on Kings Highway. She will email options to the board.

X. New Business

- A. How to allocate Endowment Income - attached
The board discussed whether to reinvest the interest (\$52,500) in the Endowment Fund at the CCCF.

Motion to add the full interest amount to the Fund, contingent upon BIRHC having received the state’s appropriation by the deadline of June 30, 2015 (Works/Keyes) unanimously approved

- B. Quality Improvement Annual Report
Deb Plastrik reported on the data collection for the QAPI book.
- C. Annual Review – report attached
Deb Plastrik reported on the Annual Evaluation Meeting held Feb. 17, 2015.
- D. Emergency Evacuation Update
Donna Kubic reported that she had been appointed to the Emergency Services Authority.
- E. Election of New Board Member
Denny Cook was recommended for board membership. Brad Grassmick said that he would apply next year.

Motion to appoint Denny Cook to the BIRHC Board of Directors (Works/J. Wojan) unanimously approved

- F. Election of Officers
Motion to elect Connie Wojan as President, Denny Cook as Vice President, John Works Jr. as Secretary, and Rick Speck as Treasurer (Kubic/J. Wojan) unanimously approved

G. Visit of Triston Cole/Legislative Party

Our new State Representative will visit the island on May 15. Donna Kubic will send more information to board members as it is available.

H. Set Committee Assignments for 2015

Executive Committee: Connie Wojan, Denny Cook, John Works, Rick Speck

Medical Services and QAPI Committee: Denny Cook, Brad Grassmick, John Martin will be invited

Audit Committee: Terry Keyes, Jim Wojan, with Larry Kubic as alternate, Don Spencer

Finance Committee: Rick Speck, John Works, Connie Wojan as alternate, Don Spencer

Resource Development and Marketing Committee: Connie Wojan, Terry Keyes, Pete LoDico, Don Spencer, Christie Perdue

Building Maintenance Committee: Denny Cook, Jim Wojan, John Works

XI. Public Comment

John Works said that he would like to research how much it would cost to update the waiting room. He also thanked the staff for all its work.

Bob Tidmore said he thought that automatic doors for the lobby entrance would be a good addition.

Jack Gallagher asked questions about medical records, fundraising, flu shot cost, the evaluation system and outside peer review.

Joe Moore, who had taped the meeting for his website, said that he was always willing to include any BIRHC materials on News on the Net.

XII. Motion to Adjourn at 12:35 pm

(Works/J. Wojan) unanimously approved

**Respectfully submitted,
Deb Plastrik, Recording Secretary**