

Beaver Island Rural Health Center  
Board of Directors  
BIRHC Community Room  
December 15, 2018 10:00 AM

**Present – Board Members –** Connie Wojan, Mark Carrington, Denny Cook, Larry Kubic, Diane McDonough, Don Spencer, Maura Turner, Bill Johnson, Jim Wojan

**Staff –** Donna Kubic, Ann Partridge, Mary Cook, Bookkeeper

1. **Call to order, welcome, announcements**  
President Wojan called the meeting to order at 10:00 AM.
2. **Revisions to the Agenda**  
None
3. **Review, revisions & approval of minutes**  
**Motion to approve the minutes of September 15, 2018 & Special Meeting November 1, 2018 (Spencer/Turner) unanimously approved.**
4. **Financial & Utilization Reports**  
M. Cook reported \$29,000 was written off as bad debt this year.
  - A. **Financial reports presentations and discussion**
  - B. **Review of Financial Reports**  
Financial report as presented by M Cook (Spencer, McDonough) unanimously approved.
  - C. **Approve Check Register**  
Motion to approved the check registered as presented by M. Cook (Spencer/Turner) unanimously approved.
5. **Committee Reports**
  - A. **Resource Development**  
C. Wojan reported on a donation from Henry Hill to the endowment for \$5,000. The Annual Appeal letter is in the mail. Quotes were from Dr Martin' letter that appeared in the Northern Islander. C. Wojan volunteered to continue to assist on the newsletter and annual appeal for the Health Center.
  - B. **Finance**  
Audit is being prepared.
  - C. **Building Maintenance**  
No meeting

## 2019 BIRHC Committees

### **Executive**

Serves as resource for staff on minor operational matters between meetings. Advises staff on what matters require a board decision. Is responsible for gathering relevant information for board decisions. As specified in the bylaws, this committee is made up of the officers of the board. Develop and implement board succession and development plan, training for board members, and recruitment of new board and committee members.

Don Spencer, President  
Diane McDonough, Secretary

Larry Kubic, Vice president  
Maura Turner, Treasurer

### **Medical Services and Quality Assessment and Performance Improvement Program Committee (QAPI)**

Develop and maintain relationships with hospitals and other medical facilities. Increase medical services on the island by specialists. Increase wellness options for year round populations. Increase use of telehealth to reduce off-island visits to specialists. Promote awareness of hospital wish list.

Dr John Martin

Ann Partridge

Cecilia Peasley

Bill Johnson

### **Audit**

Recommending to the Board of Directors the frequency of full audits and financial reviews and assuring the timely conduct of such activity. Reviewing with the independent auditors and the Board the results of the independent auditors' audits and reviews of financial statements, including any significant accounting or disclosure issues. Recommending the selection of the Center's auditing firm and monitoring that firm's performance.

Jim Wojan

Mary Cook

Mark Carrington

### **Finance**

Prepares budget in consultation with appropriate staff members. As specified in by-laws, board treasurer is a member of this committee. Adopt a five year financial plan, obtain county federal funds, grants, pursue financial support from Charlevoix County, council on again and continue to promote township support. Review staff compensation and benefits develop strategies to maintain long term staffing and relationships with providers of professional staff to identify candidates and medical student interns.

Maura Turner, Chair

Don Spencer

Bill Johnson

### **Resource Development and Marketing/ Funding Exploration Committee**

Develop long term fund raising plan that includes planned giving program, appeals to corporations, utilities banks, coordinate fund raising events, annual appeal and planned giving.

Publicize fund raising, events, health center activities, "Brand" the health center, keeping the health center in the public eye in a positive ways, increase use of the center through promotions.

Connie Wojan,

Ann Partridge

Maura Turner

### **Building Maintenance**

Devise building maintenance plan. Prepare building maintenance budget. Compile a list of competent individuals and /or contractors to serve as resources for managing director when needs arise and who could do routine preventative inspections of building systems.

Jim Wojan

John Work, Jr.,

**D. Fundraising Report**

**a. 2019 Raffle**

Tabled to the Special Meeting, December 20, 2018.

**6. Operations Report**

**A. Summary of Activities, Statistics 2018**

Kubic reporting on the salaries being presented to candidates inquiring about the position at the Health Center need to be researched and reevaluated. Spencer will research the salaries for the hiring of new practitioners and will report findings at the Special Meeting on December 20, 2018.

**7. New Business**

**A. Demonstration of New Basic Telecommunication Capabilities**

Bill demonstrated the Skype technology to be used as a backup capability and not as a replacement for attending board meetings.

**B. Employee Xmas Gift**

Motion to approve \$300 for a Christmas gift for 6 employees (J. Wojan/Spencer) unanimously approved.

**C. Election of Officers**

Motion to reelect Don as Vice President, Turner as Treasurer and Cook as Secretary, (C. Wojan/Carrington ) unanimously approved . Spencer will act as Acting President. Cook's term limit will be presented at the Special Meeting and Cook will take the office of president position if term is not expired.

Don spoke about Connie's 17 years on the board, her commitment, she is focused, had a plan, encourages, inspires, never a negative word about anyone, does not assign blame, accomplishments, communicator, has steered the board through some negative responses, lead BIRHC through transition from the old Health Center to the new one, hired Donna and has been a great mentor for her. Steered board through their first strategic plan and then several revisions. Connie is the principal fundraiser, played a key role in the Capitol Campaign, and was the primary ticket seller for all the car raffles. Motion to purchase a bike for Connie from Harbor Springs, up to \$400 and BIRHC will pay for the transportation to the island (Johnson/J. Wojan) unanimously approved.

**D. Set 2019 Meeting Dates**

2019 Board meeting dates March 9, June 15, September 21 and December 14.

**E. Committee Assignments**

Attached

**F. Dental Funding and Update**

Carrington reported the dental contract has not yet been given to BIRHC lawyer. Board will read the contract and discuss it at the Special Meeting on December 20. Discussion of the restricted fund accounts will be tabled until the special meeting.

**G. Bylaw revisions**

**Bylaw change 3.06 Nominations changing one sentence. The deadline for submitting such nominations shall be 30 days prior to the annual meeting. Motion to adopt the proposed change (J. Wojan/Spencer) unanimously approved.**

**3.10 Motion to adopt the change in 3.10 (Carrington/Johnson ) unanimously approved**

**Special meetings may be called by the President or at the written request of any two (2) members of the Board of Directors. The person or persons authorized to call special meetings of the Board shall fix the purpose, date, time, and place. Notice of the date, time, place, and purpose of special meetings shall be given to each Director at least three (3) days before the meeting in accordance with paragraph 3.11.**

**3.14 Motion to adopt the change presented by Cook (C. Wojan/Cook) failed – count 4 opposed and 5 in favor . Motion fails for lack of support. Revisions to bylaws need to be by a 2/3 vote.**

8. **Old Business**  
None
9. **Public Comment**
10. **Motion to adjourn**  
**Motion to adjourn (J. Wojan/Carrington)**

Respectfully submitted,

D. Kubic