

**Beaver Island Rural Health Center
Board of Directors Meeting - Draft Minutes
Saturday, March 9, 2019
10:00 AM BIRHC Community Room**

Present – Bill Johnson (via Skype), Larry Kubic, Don Spencer, Maureen Turner,

Absent – Mark, Carrington, Diane McDonough, Jim Wojan

Guest – Mary Cook

Staff – Donna Kubic, Managing Director; Cecilia Peasley, FNP-c; Ann Partridge, Admin Asst

Audience – Pam Grassmick, Joseph Moore, Karen Wojan, Connie Wojan

I. Call to Order, Welcome, and Announcements

President Don Spencer called the meeting to order at 10:03 AM.

II. Revisions to the Agenda

None

III. Review, revisions and approval of Minutes

Motion to approve the minutes of the regular meeting of December 15, 2018 and special meeting of December 20, 2018 as written (Kubic/Spencer) unanimously approved.

IV. Financial & Utilization Reports

A. Mary Cook reviewed the Transaction List by Vendor, Profit & Loss Statements, and Liquid Cash Report. She indicated the FY 2017/18 books matched the Auditor and that an Audit Committee comprised of three members (excluding Board Officers) needed to be established to approve the final audit. Following that meeting/approval, the 990 would be generated and filed. Jim Wojan was appointed to Chair the committee with Bill Johnson and Connie Wojan as members. **Motion to accept current reports and establish Audit Committee (Kubic/Spencer) unanimously approved.**

B. **Motion to transfer \$168,000.00 (\$68k Endowment Fund Interest and \$100k from Special Project Fund) to 1-year CD (Spencer/Johnson) unanimously approved.**

C. **Motion to Approve Check Register (Turner/Spencer) unanimously approved.**

V. Committee Reports

A. Connie Wojan reviewed the Annual Appeal distributions, indicated a new Legacy Tree brochure is in the works for June 1 sharing, and a Spring Newsletter being laid out for April 15 distribution.

B. Don Spencer presented a resolution accepting Mark Carrington's resignation from the Board of Directors, expressing gratitude and well wishes.

C. **Motion to have bid specifications developed for the exterior staining of the facility (Johnson/Kubic) unanimously approved.**

D. Maureen Turner confirmed the decision to forego a raffle.

VI. Operations Report

Update on new provider arrival March 16 and year-round housing challenges for both FNPs. Board Director Jim Wojan donated additional snow removal services and equipment during this difficult winter.

Ballpark cost of \$15k given for conversion to automatic handicap-accessible doors in the front of the facility. Hard quote to be obtained and item posted to Wish List by Donna Kubic.

Doctor of Nursing student from U of M Flint will do a 112-hour clinical rotation at the Center this summer. Another potential need for housing.

A Pre-hospital Trauma Life Support Continuing Education class taught by Brian Meade, BIEMS Paramedic, took place all day at BIRHC Saturday, Feb 23. 8 EMS personnel along with Cecilia Peasley, FNP-c and Donna Kubic, RN participated.

VII. New Business

A. Don Spencer and Donna Kubic met with Lisa Peacock, Perline Bailey, Eric VanDam and Matt Helens to further discuss the dental contract. Matt met with Rob Turner re: wiring for the computers. Target date to commence scheduling appointments is April 28, 2019.

B. Discussion regarding the I Patient Care EMR costs.

Motion to authorize Donna Kubic to subscribe to EMR services through Health Services Associates for up to 2 years for 2 providers, pending answers to her questions (Spencer/Turner) unanimously approved.

C. Endowment interest addressed in IV-B.

D. Recruiting addressed in Operations VI.

IX. Public Comment

X. Motion to Adjourn

Motion to adjourn 11:08 AM (Spencer/Kubic)