

Board of Directors Approved Minutes

Saturday, June 22, 2013

10:00 AM BIRHC Community Room

Present – *Board Members* – Denny Cook, Terry Keyes, Pete LoDico, Jeff Powers, Adam Richards, Rick Speck, Connie Wojan, Jim Wojan

Absent – John Martin, John Works, Jr.

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

Guests – Sandy Birdsall, Don Spencer

I. Call to Order & Welcome

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

II. Revisions to the Agenda

The Medical Services committee report was moved to the top of the report list.

III. Review, revisions and Approval of Minutes – attached

March 23, 2013 – **Motion to approve (Cook/Speck) unanimously approved.**

IV. Presentation

Connie Wojan presented Sandra Birdsall with a plaque thanking her for her six years of service as a board member.

V. Financial and Utilization Reports – attached

Rick Speck noted that the income statement and cash flow reports were about where they should be at this point in the budget year. The check register and credit card summary were reviewed.

Motions to approve the financial reports (Cook/Richards) and check register (Cook/Richards) unanimously approved.

Rick Speck explained that the center's budget request for next year must be submitted to the townships by August 15. As this deadline is before the board's next meeting, the finance committee has asked that Rick Speck be authorized to submit a draft budget on its behalf. **Motion to authorize Rick Speck to submit a draft budget to the townships, asking for .2 mills less than the maximum voted millage (Cook/J. Wojan) unanimously approved.**

VI. Committee Reports

A. Medical Services and Quality Assessment: Adam Richards said the committee will meet soon with Donna Kubic. Suggested work includes reviewing policies and protocols.

The board then moved to consider a new business item: Motion to set a special meeting of the board for Tuesday, June 25 at 10 AM at the BIRHC for the purpose of approving the minutes as needed for opening a new money management account (Cook/Keyes) unanimously approved.

- B. Resource Development: Connie Wojan reported that the spring newsletter had brought in \$2200 in donations. Early raffle sales were very encouraging; about 240 had been sold already. She shared a report from Leonor Jacobson on the wellness garden and the upcoming dedication of Ellie's Path between the center and Forest View.
- C. Finance: -- minutes attached.
 - a. Rick Speck asked that the board approve a change stating that care providers work a 176-hour two week schedule. **Motion to set the two-week schedule at 176 hours (Keyes/J. Wojan) unanimously approved.**
 - b. **Motion to add Bay Mills Credit Union to the center's approved financial institutions (LoDico/Cook) unanimously approved.**
 - c. Rick explained the proposed Cash Receipts, Non-Cash Gifts Management and Investment Policy and asked for board approval. Terry Keyes asked for more specific language about restricted and unrestricted assets to be included. **Motion to approve policy as written (J. Wojan/LoDico) approved with Cook, LoDico, Powers, Richards, Speck, C. Wojan and J. Wojan aye; Keyes no.**
 - d. **Motion to allow Managing Director Donna Kubic to transfer funds from the money market account to general checking account at her discretion with approval of the Treasurer (J. Wojan/Cook) unanimously approved.**
- D. Building Maintenance: no report. Connie Wojan had previously noted that the maintenance shed had been moved to a better location and the door attached.
- E. Audit Committee: no report.

VII. Operations Report (attached)

Donna Kubic reported that she had a new computer with dual screens for her office and it made her work much easier. She requested that a similar set-up be purchased for Betty Hudgins, which would allow her to work in two billings systems at the same time without opening and closing programs all the time. She also said that our CAH information technology administrator had recommended buying a networked printer for the whole staff to use. **Motion to approve spending up to \$2000 for a new billing computer and networked printer (Cook/J. Wojan) unanimously approved.**

VIII. Old Business

None

IX. New Business

- A. Date for special meeting set earlier in agenda.
- B. Connie Wojan reported on meetings with representatives of McLaren Northern Hospital and Charlevoix Area Hospital. Discussions included future telemedicine links through the use of an iPad or similar wireless device. More meetings are planned.
- C. Lynn Jenks, CAH CEO, will work with us to present an informational community meeting on the Affordable Health Care Act. Rick Speck said that a meeting could be held at the school's community room, possibly in September.
- D. Don Spencer presented a proposal to the board to engage a professional fund developer to help increase our endowment. This person would be hired for a one year period to pursue

funding from off-island sources, both public and private. After discussion, the board agreed that Don should continue the process. **Motion to authorize Don Spencer to pursue the engagement of an external fund development person (LoDico/Cook) unanimously approved.**

X. Public Comment

None

XI. Motion to adjourn:

At 12:10 PM

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

As of May 31, 2013

	2012/2013 Budget	Actual Year to Date	% of Budget Collected	Remaining Budget
Carryover Previous Year	97,377.00	97,377.00	100.00	0.00
Income				
Funds from Auxiliary Acct	0.00	0.00	#DIV/0!	0.00
Interest Earned	180.00	114.00	63.33	66.00
Income: Teleme Grant Univ Serv	6,000.00	0.00	0.00	6,000.00
Income: CCCF Special Proj Fund	0.00	0.00	#DIV/0!	0.00
Interest-CCCF Endowment	0.00	50,000.00	#DIV/0!	0.00
Medicaid Interim Pay't	3,000.00	0.00	0.00	3,000.00
Medicare Contract Adj.	4,000.00	0.00	0.00	4,000.00
Income - Dental Space	3,990.00	2,730.00	68.42	1,260.00
Income: Millage, St.James	86,816.00	88,675.00	102.14	0.00
Income: Millage, Peaine	128,941.00	130,665.00	101.34	0.00
Donations/Fund Raising	45,000.00	44,286.00	98.41	714.00
CCCF/Other Grants	1,500.00	0.00	0.00	0.00
State Funding	100,000.00	100,000.00	100.00	0.00
Medical Service Income	125,000.00	72,968.00	58.37	52,032.00
Total Income	601,804.00	586,815.00	97.51	67,072.00
Expenses - Employee				
Salary:FNP/PA/Relief care	156,709.00	106,776.00	68.14	49,933.00
Salary:Admi/Clerical/Clinical	97,660.00	64,121.00	65.66	33,539.00
Salary:Custodian/Maint	4,970.00	3,196.00	64.31	1,774.00
Insurance-Health Care	22,260.00	12,950.00	58.18	9,310.00
Employers' Portion Simple IRA	7,450.00	4,316.00	57.93	3,134.00
FICA-ER portion	19,840.00	12,623.00	63.62	7,217.00

NP Liability Ins.	0.00	0.00	#DIV/0!	0.00
Insurance-Workman's Comp	3,296.00	1,250.00	37.92	2,046.00
Education - Prof. Continuing	1,000.00	79.00	7.90	921.00
Education - Clerical Cont	500.00	0.00	0.00	500.00

Total Employee Expenses	313,685.00	205,311.00	65.45	108,374.00
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Expenses - Contact Services

Physician's Agreement	24,000.00	16,000.00	66.67	8,000.00
Legal / Accounting	15,330.00	12,542.00	81.81	2,788.00
Contract Services	19,950.00	9,493.00	47.58	10,457.00

Total Contract Services	59,280.00	38,035.00	64.16	21,245.00
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Expenses - Overhead

Auto Expenses	2,600.00	2,145.00	82.50	455.00
Internet Project/Service	12,000.00	7,331.00	61.09	4,669.00
Bank Charges/Credit Card Fees	400.00	276.00	69.00	124.00
Computer Software	1,000.00	0.00	0.00	1,000.00
Computer Tech Support	3,000.00	3,750.00	125.00	(750.00)
Dues and Subscriptions Exp	500.00	0.00	0.00	500.00
Electric	9,250.00	6,661.00	72.01	2,589.00
Equip - Purchase	5,000.00	1,236.00	24.72	3,764.00
Freight /Shipping	1,000.00	508.00	50.80	492.00
Insurance-General	14,000.00	8,840.00	63.14	5,160.00
Licenses	820.00	1,809.00	220.61	(989.00)
Lodging	500.00	213.00	42.60	287.00
Maint.- Building	4,000.00	2,782.00	69.55	1,218.00
Maint. - Equipment (copier, x-	3,500.00	853.00	24.37	2,647.00
Maint. - Grounds	1,500.00	84.00	5.60	1,416.00
Meals and Entertainment	200.00	397.00	198.50	(197.00)
Pet Gas (Heating)	14,500.00	13,907.00	95.91	593.00
Pet Gas (Emergency Generator)	1,000.00	0.00	0.00	1,000.00
Postage	1,500.00	366.00	24.40	1,134.00
Supplies - Cleaning	750.00	402.00	53.60	348.00
Supplies - Office	3,500.00	5,290.00	151.14	(1,790.00)
Supplies - Medical	10,800.00	6,442.00	59.65	4,358.00
Supplies -Pharmacy	5,500.00	2,930.00	53.27	2,570.00
Supplies - Xray	1,000.00	1,044.00	104.40	(44.00)
Office Publications	200.00	0.00	0.00	200.00
Telephone	4,500.00	2,996.00	66.58	1,504.00
Travel	4,000.00	2,137.00	53.43	1,863.00
PA Finders Fee	0.00	9,900.00	#DIV/0!	(9,900.00)
Waste Management	450.00	43.00	9.56	407.00

Total Overhead	106,970.00	82,342.00	76.98	24,628.00
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Total Budget	479,935.00	325,688.00	67.86	154,247.00
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Net Income (Loss)	121,869.00	
RaffleTruck Purchase	18,000.00	17,356.00
Fund Raising Expense	4,000.00	3,822.00
Grant Expenses	7,500.00	1,523.00
Restricted Fund Expenses	4,000.00	808.00
Miscellaneous U of M Doc's etc Budgeted	1,500.00	0.00
Surplus(Maint/facilities)	50,000.00	50,000.00
<u>Net Income (Loss)</u>	42,369.00	187,618.00

June 22, 2013 Operations Report

Attended a practice management workshop in Gaylord covering the key aspects of running a rural health clinic.

I have and will be making follow up phone calls to any patient we have had to transport off the island for feedback about their experience.

I met with John Heise, Director of the Office of Veterans Affairs, Charlevoix office to inquire if John might put me in touch with someone who might talk about telemedicine for the Veterans on the island. He mentioned he would try and persuade Congressman Dan Benishek to visit the island, as he is on the Veterans Affairs Committee.

Dr Cotter, Dermatologist and his two assistants were at the clinic on May 31st and saw 32 patient. The wireless connection in the clinic allowed the nurses to leave their boxes of patient folders at home and bring their I pads and accomplish their charting - paperless.

Christie spent a Saturday installing a new computer for me. I now have two monitors which saves me lot of time opening and closing programs. I would like to order Betty a new computer with two monitors as it would benefit her with her billing, as she uses two programs, just for billing I'm thinking about a network printer (expensive) we all print to instead of our individual printers which would save on ink cartridges and buying a network printer will out live the desktops we now have.

I will be working on getting a 911 phone at the south end of the island like the one at the playground or maybe two. I have been in contact with TDS and researching the cost of the phones.

Participated in testing EMT students with their practical exams.

Ann Broder is summering on the island and I am helping with setting up some of her care.

Reezie DeVet, CEO of McLaren Northern and Barb Berry, Senior Director of Planning and Marketing visited the clinic. Much time was spent discussing the challenges and opportunities facing all of us in the delivery of health care today. Dr. Deery, Cardiologist made time to connect with our meeting via the

internet using an I pad. Dr. Deery is very enthusiastic about telemedicine. I have correspondence from Barb Berry regarding a potential visit back to Beaver Island to meet with myself and the providers. Barb will be scheduling something in the upcoming weeks.

Dr .Jeff Ritsema and Dick Gross saw 30 patients for two days at the clinic for eye exams and glasses. Deb wrote a letter of thanks, which I would like all board members to sign. Theresa and Larry Laurain donated lodging for the eye doctors when they were here.

The X ray machine has not been serviced in 5 years. A technician came to the island as we were having an issue. He will return and do some preventative maintenance soon. A maintenance contract with Fuji is extremely expensive. Charlevoix Area's hospital was helpful in suggesting another technician who will do the maintenance work for considerably less money.

Lyn Jenks, CEO of Charlevoix Area Hospital met with Connie, Rick, Don, myself and John Martin on speaker phone. Charlevoix Area Hospital currently is

- sending over a physical therapist,
- our IT person who is employed by CAH is now doing all of our technical work, on her own time.
- I continue to host the Circle of Strength, meeting with cancer survivors through CAH
- CAH ER doctors are always available for consultation with our mid levels
- Blood work results from CAH arrive via fax later in the same day.
- Gary, head of the x ray department is always available for questions and sent one of their x ray techs over to help with instruction for Sue and Gaye.
- Lyn Jenks has offered to come to the island to do a slide presentation on the Affordable Care Act for the staff, board, and the public. A date for Lyn to come over will need to be decided.

I will be speaking with Deborah Owen who is beginning to coordinate a youth volunteer program to see how we might be able to engage high school students with our senior population

Hogarth sprayed the building for insects at no charge. Hogarth had a few suggestions about the outside of the building where animals might be able to get in. Bob Marsh will speak with Hogarth and then follow through on what needs to be done. It has been working out well having Bob doing the maintenance. He has also taken on the mowing.

Deb assisting Donna

- worked while Betty was on vacation for a week
- Ordered plaque for Sandra Birdsall,
- Wrote the articles for the newsletter and with a small amount of help from a student who she is mentoring, ran the labels, put the mailing labels, sticker and stamps on all the newsletters and mailed them out. (huge job)
- Continues to keep track of all donations coming in, putting them in the Gift Works software and sending out thank you letters.
- Betty will be taking time off in July and Deb will help out working those days.
- Took pictures of all the rooms in the dollhouse to be raffled to put on the BIRHC website
- Follows' up on the Broder book sales, delivering the books to island businesses when needed.
- I rely on Deb to write thank you letters and other correspondence.

- Researching a grant to try and obtain additional AED's.
- Deb is always available to help when unpredictable things occur that might need extra time.
- The early bird brochures will all mailed out by Deb.

Thank you to CMU honor students and their instructors Shawna and Shelley for the collective 75 hours they donated to window washing and grounds clean up at our facilities. The 20 students arrived to help on May 6th. For three hours all worked at a fast pace to wash all of the windows in both buildings, shovel gravel, spread a 10 yard load of wood chips and hand clear leaves from the entire front of the Health Center building. Friday May 10 dawned rainy and 38 degrees. Never-the-less the 4 students and staff members cleared sticks, limbs and whole fallen trees from the perimeter of the Health Center ground. and filled a truck sized pile. The students toured the Health Center and asked very pertinent questions about health care on an island.

The Munson Volunteer Coordinator, Kelly Yanik, and Pam Morrison visited for training with the island helping hand volunteers. I helped with the training. Different Munson hospice employees will be doing monthly visits and touching on various topics relating to hospice. We are fortunate to have this support and connection with so very few hospice patients on the island.

Terry Roeth from Tele-Rad installed a 800 megahertz station which sits by the Doctor's cubicle here. EMS can now talk to the Health Center on a dedicated radio band, which cannot not be heard by people with scanners. The Health Center can talk to Charlevoix Area Hospital and in the near future McLaren and Munson will be added to the channels.