

BEAVER ISLAND RURAL HEALTH CENTER
Income Statement
For the Month Ending November 30, 2013
Board of Directors unapproved Minutes
Saturday, December 14, 2013 Annual Meeting
10:00 AM BIRHC Community Room

Present – *Board Members* – Denny Cook, Terry Keyes, Pete LoDico, Jeff Powers, Adam Richards, John Works, Jr.

Absent –Rick Speck, Connie Wojan, Jim Wojan

Staff – Donna Kubic, Managing Director

Guests – Don Spencer

I. **Call to order, welcome, announcements**

Secretary John Works called the meeting to order at 10:00 AM.

2. **Revisions to the Agenda**

C. 1 Election of officers was added to New Business

3. Review, revisions & approval of minutes

Motion to approve October 5, 2013 minutes (LoDico /Keyes) unanimously approved.

4. **Financial & Utilization Reports - attached**

In Rick's absence, Kubic reported that revenue is ahead of budget for the two month period and employee expenses, contract services, overhead and total budget are under. The percentage for two months should be 16.67, Revenue is 20.84 and all of the major Expense categories are under 16.67. **Motion to approve the financial reports (Keyes/LoDico) unanimously approved. Motion to approve Cash Flow Report (Cook/Keyes) unanimously approved. Motion to approve check register (LoDico/Richards) unanimously approved.**

5. **Committee Reports**

B. Medical Services & Quality Assessment

Richards reported on a QAPI meeting last Thursday.. Richards indicated the committee will meet a few more times before the next board meeting. Sue Solle and Deb Plastrik will join as members. Cook spoke with John Hess, VA Representative in Charlevoix and Kubic will report on some headway with the Veterans Administration. Spencer will speak to the BIRHC survey, which was on the top of the QAPI committees list. Richards spoke with the manager of Forest View to see if there may be ways in which the residents might benefit from interaction with the clinic. Providers do home visits when residents are unable to come to the clinic and the clinic is providing med management.

C. Audit Committee

Powers reported the auditor has visited the clinic and the audit is being worked on. Nothing to review yet.

6. **Operations Report (attached)**

A. Summary of Activities, Statistics, 2013 Accomplishments

Donna spoke about purchase of I pads. Recently a patient connected with Dr. Cotter through an Ipad and Dr Cotter's Iphone. Kubic indicated there is a recent rural health initiative and hopes to connect with a wound specialist at McLaren in the near future. **Motion for the clinic to**

BEAVER ISLAND RURAL HEALTH CENTER

Income Statement

For the Month Ending

November 30, 2013

purchase three iPads (Works/Cook) unanimously approved. Motion to give Donna the authority to rent a new copier. (Cook/Works) unanimously approved.

Kubic informed the board about a recent conversation with Sherri DeLoff, a consultant for the Offices of Rural Health VA regarding expansion of health care with veterans at the clinic. In January, Kubic will have a telephone conversation with the Saginaw VA, and the office of rural health in Washington along with Sherri DeLoff.

7. **Old Business**

A. Plan for Long Term Financial Stability update

Spencer reported a phone conversation with NorthSky Nonprofit Network along with C. Wojan and Kubic at an estimated cost is \$6800.00.

The following deliverables will be provided by the close of the engagement.

- 1) Two community focus groups with year-round residents
 - 2) An online community survey focused on year-round residents
 - 3) Two community focus groups with seasonal residents
 - 4) An online community survey focused on seasonal residents
 - 5) A 3-hour planning session with BIRHC Leadership
 - 6) A written work plan for BIRHC to use in developing/ improving services and programs
- Spencer will pursue planning for the island survey for the clinic.

8. **New Business**

A. Reducing Size of Board through Attrition

Motion at the next BIRHC Board Meeting to reduce the size of the board from 9 to 7 members through attrition. (Cook/LoDico) unanimously approved.

B. Re-election of Board Members

Motion to reappoint Keyes to the board (Works/LoDico) unanimously approved.

C. Election of New Board members

Motion to approve the slate of officers (Keyes/Richards) unanimously approved.

C. 1) Officer slate for 2014

Connie Wojan, President, Pete LoDico, Vice President, John Works, Jr., Secretary, Rick Speck, Treasurer. **Motion to approve the slate of officers (Keyes/Richards) unanimously approved.**

D. 2014 Car raffle- Select Car to Purchase

Motion to allow LoDico to purchase a car for next year's car raffle not to exceed \$ 19,000 (Cook/Powers) unanimously approved.

E. 2014 Raffle - Discuss Sharing proceeds with BICDC

Motion for BIRHC to keep \$19,000 of proceeds above vehicle cost, and the amount above that pending the lawyers approval will be distributed to the BICDC. The BICDC will assume responsibility of selling the car tickets. Any advertising will reflect both organizations. (Works/Powers) unanimously approved.

F. Staff Christmas Bonuses

Motion to approve, staff Christmas bonuses staff in the amount of \$900 total (LoDico/Keyes) unanimously approved.

BEAVER ISLAND RURAL HEALTH CENTER

Income Statement

For the Month Ending November 30, 2013

G. Set 2014 Quarterly Meeting Dates

March 15, June 21, Sept 20 and December 13 (annual meeting)

H. Recognition of Denny Cook

In Wojan's absence LoDico presented retiring Denny Cook with a plaque and read the following, (attached).

10. **Public Comment**

none

11. Motion to adjourn at 11:40 AM.

BEAVER ISLAND RURAL HEALTH CENTER
Income Statement
For the Month Ending November 30, 2013

December, 2013 Operations Report Donna Kubic

I have applied to the office of shortage designation to obtain an automatic HPSA Designation for the clinic. This will insure if Charlevoix County would ever lose their designation, the clinic would not.

Newsletter -Deb single handedly completed the work from writing the articles, laying the articles out, arranging to get it printed, ordering the envelopes, and stamps and printing the labels and physically mailing the newsletter out. Deb has now also taken on the task of writing an annual evaluation, which is required by the state as a rural health center and very time consuming.

Networking with McLaren Northern two staff members spent the day arranged by Pat Serwach Director, Strategic Sales & Business Development and Marla Clark, Senior Director heart and vascular services DNP, RN resulting from that visit with Pat, she arranged with Jean Kullman, a tour guide of the hospital and the various services. At Michigan Heart & Vascular, I met Tim Knapp, Clinical Manager spent some time in the diagnostic testing area; and observe in the cath lab. Spoke with Kathy Hutchinson Operations Manager regarding travel services patients might utilize. Will be setting up an iPad conference call with Dr. Deery, Infectious disease, which hopefully will begin to open doors for other services

Lyn Jenks arranged for Jennifer Booher, director of major gifts Charlevoix Area Hospital to talk with Don Spencer who recommended developing a comprehensive fund development plan. Jennifer recommended the board take the time to establish goals related to advancing the organization in all area of fund development. Jennifer recommended North Sky Nonprofit Network.

Christie has installed a new firewall, x rays were getting "hung up" and not getting to Charlevoix. The new firewall which was donated by Charlevoix Area Hospital in the amount of \$7.500 and will solve the problem.

A phone conference call was had with Pam Evans, Connie and Don to begin a producing a professional survey.

Hospice personnel from Munson Hospital continue to support the island with their presence, doing in services and teaching.

Dr Jeff Ritsema and Dr. Richard Gross saw seen patients at the clinic for two days in October.

Met with Larry Qood, executive director of YMCA of Northern Michigan

The auditor visited the island this past week and has begun the audit for the past fiscal year.

Dr Cotter continues to see patients in the clinic

Received a \$500.00 donation from an individual who wanted to buy a piece of equipment with her donation and we purchased new centrifuge.

Millage results 2 mills for the purpose of providing funds for the operation of the islands rural Health Center was renewed

October 16 at the Shamrock, well attended Lunch with Lyn Jenks, president and CEO of Charlevoix Area Hospital discussed the Affordable Care Act and about the upcoming services offered at the Charlevoix area hospital. The event was well attended.

Thanks again to Lyn Jenks for arranging a meeting Dr Jeakle who will allow expecting women to do five of their prenatal visits on the island, a new fetal heart Doppler has been purchased.

I have had two phone conversations with a representative from the Office Rural Health Veterans Health Administration regarding the possibility of collaborating with Saginaw VA to allow veterans on the island to receive their care here. In January I am invited to participate in a phone conference call with a representative of the Saginaw VA, Sherri DeLoff from the rural health consultant, her assistant and Adam Bluth, Department of Veterans Affairs, Program analyst. We will discuss equipment, T-1 Lines and what services we might provide to the resident veterans.

BEAVER ISLAND RURAL HEALTH CENTER
Income Statement
For the Month Ending November 30, 2013

Dear Board Members,

Only my father-in-law's 90th birthday party could make me miss a chance to thank Denny in person for his six years of dedicated service to our Health Center. During that time Denny has done an excellent job of being both a loyal team player and a strong leader. As a trustee he had excellent meeting attendance and always respected the opinions of the rest of the board. He volunteered for two important committees and pulled his weight on both of them. In his two years as President he ran an efficient meeting, supported the staff and didn't hesitate to speak out or be out for what he honestly felt was in the best interests of our organization.

He deserves special appreciation for serving two years as President because he held the position during a time when he was undergoing back problems, surgery and was very busy working off Island. Despite these excuses for being out of touch with what was going on, Denny always responded promptly, within hours, by email or phone when his input was needed.

The contributions Denny has made to the Health Center that stick out in my mind are:

- Coming up with the idea of an early bird raffle drawing;
- Taking the lead in getting the grant for, purchasing and supervising the installation of our emergency generator;
- Making the contact with Gregg Williams which resulted in the Health Center being designated a regional emergency operations center;
- Pressuring VA officials to consider providing more VA health services on Beaver Island.

I am sure I am missing other contrition's and would encourage all of you to let Denny know how valuable his board membership has been.

Thank you, Denny, for being a model board member. I hope we can count on you to continue to serve on the board committees you have in the past, because the Health Center would really miss your medical background, common sense, and genuine concern.

Sincerely,
Connie

BEAVER ISLAND RURAL HEALTH CENTER
Income Statement
For the Month Ending November 30, 2013

As of November 30, 2013				
	2013/2014 Budget	Actual Year to Date	% of Budget Collected	Remaining Budget
Carryover Previous Year	98,193.00	98,193.00	100.00	0.00
Income				
Funds from Auxiliary Acct	0.00	0.00	#DIV/0!	0.00
Interest Earned	170.00	84.00	49.41	86.00
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	20,000.00	0.00	0.00	20,000.00
Medicaid Interim Pay't	3,000.00	828.00	27.60	2,172.00
Medicare Contract Adj.	4,000.00	0.00	0.00	4,000.00
Income - Dental Space	3,990.00	822.00	20.60	3,168.00
Income: Millage, St. James	84,244.00	41.00	0.05	84,203.00
Income: Millage, Peaine	124,641.00	0.00	0.00	124,641.00
Donations/Fund Raising	45,000.00	3,275.00	7.28	41,725.00
CCCF/Other Grants	1,500.00	0.00	0.00	0.00
State Funding	100,000.00	0.00	0.00	0.00
Medical Service Income	117,500.00	23,541.00	20.03	93,959.00
Total Income	608,238.00	126,784.00	20.84	379,954.00
Expenses - Employee				
Salary:FNP/PA/Relief care	163,770.00	21,940.00	13.40	141,830.00
Salary:Admi/Clerical/Clinical	99,617.00	13,728.00	13.78	85,889.00
Salary:Custodian/Maint	5,120.00	724.00	14.14	4,396.00
Insurance-Health Care	22,310.00	3,565.00	15.98	18,745.00
Employers' Portion Simple IRA	8,135.00	1,124.00	13.82	7,011.00
FICA-ER portion	20,540.00	2,478.00	12.06	18,062.00
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	500.00	50.00	500.00
Education - Clerical Cont	500.00	0.00	0.00	500.00
Total Employee Expenses	324,382.00	44,059.00	13.58	280,323.00
Expenses - Contact Services				
Physician's Agreement	24,000.00	4,000.00	16.67	20,000.00
Legal / Accounting	16,500.00	1,490.00	9.03	15,010.00
Contract Services	19,000.00	2,237.00	11.77	16,763.00
Total Contract Services	59,500.00	7,727.00	12.99	51,773.00

BEAVER ISLAND RURAL HEALTH CENTER

Income Statement

For the Month Ending November 30, 2013

Expenses - Overhead

Auto Expenses	2,600.00	52.00	2.00	2,548.00
Internet Project/Service	12,000.00	1,740.00	14.50	10,260.00
Bank Charges/Credit Card Fees	500.00	76.00	15.20	424.00
Computer Software	1,500.00	0.00	0.00	1,500.00
Computer Tech Support	5,500.00	1,200.00	21.82	4,300.00
Dues and Subscriptions Exp	500.00	0.00	0.00	500.00
Electric	10,000.00	1,304.00	13.04	8,696.00
Equip - Purchase	15,000.00	1,172.00	7.81	13,828.00
Freight /Shipping	900.00	144.00	16.00	756.00
Insurance-General	12,500.00	500.00	4.00	12,000.00
Licenses	820.00	124.00	15.12	696.00
Lodging	500.00	0.00	0.00	500.00
Maint.-Building	4,000.00	18.00	0.45	3,982.00
Maint. - Equipment (copier, x-	3,500.00	0.00	0.00	3,500.00
Maint. - Grounds	1,000.00	320.00	32.00	680.00
Meals and Entertainment	600.00	0.00	0.00	600.00
Pet Gas (Heating)	14,500.00	1,654.00	11.41	12,846.00
Pet Gas (Emergency Generator)	1,000.00	0.00	0.00	1,000.00
Postage	750.00	82.00	10.93	668.00
Supplies - Cleaning	650.00	238.00	36.62	412.00
Supplies - Office	4,500.00	317.00	7.04	4,183.00
Supplies - Medical	10,000.00	1,805.00	18.05	8,195.00
Supplies -Pharmacy	4,500.00	1,355.00	30.11	3,145.00
Supplies - Xray	1,150.00	0.00	0.00	1,150.00
Office Publications	200.00	25.00	12.50	175.00
Telephone	4,800.00	809.00	16.85	3,991.00
Travel	3,750.00	390.00	10.40	3,360.00
Waste Management	250.00	22.00	8.80	228.00
	<hr/>	<hr/>		<hr/>
Total Overhead	117,470.00	13,347.00	11.36	104,123.00
	<hr/>	<hr/>		<hr/>
Total Budget	501,352.00	65,133.00	12.99	436,219.00
	<hr/>	<hr/>		<hr/>
Net Income (Loss)	106,886.00	61,651.00		
RaffleTruck Purchase	18,000.00	0.00		
Fund Raising Expense	5,000.00	1,452.00		
Grant Expenses	6,000.00	0.00		
Restricted Fund Expenses	3,000.00	2,775.00		
Miscellaneous U of M Doc's etc	1,000.00	0.00		
Budgeted Surplus(Maint/facilities)	50,000.00	50,000.00		
Net Income (Loss)	<hr/>	<hr/>		
	27,886.00	7,424.00		