

Board of Directors Meeting Draft Minutes

Saturday, Sept. 19, 2015

10:00 AM BIRHC Community Room

Present – *Board Members* – Denny Cook, Larry Kubic, Rick Speck, Connie Wojan, Jim Wojan, John Works Jr.

Absent – Terry Keyes

Staff – Donna Kubic, Managing Director; Deb Plastrik, Administrative Assistant; Carolyn Space, FNP-C

Guests – Jack Gallagher, Pam Grassmick

I. **Call to Order & Welcome**

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

II. **Revisions to the agenda**

No revisions.

III. **Review, revision and approval of minutes**

Motion to approve the minutes of June 20, 2015 (Works/Cook) unanimously approved.

IV. **Financial and Utilization Reports – attached**

Rick Speck said that the expenses were overall under budget at this point. He said that the draft budget had been sent to the townships with a larger carryover than had been projected. He noted that most of the ice damage repair costs had been covered by insurance and a grant secured by Greg Williams of Charlevoix, Cheboygan and Emmet Emergency Management.

Donna Kubic noted that it had been a busy summer and that visits and billings were up.

Motion to accept financial reports as presented (Works/Cook) unanimously approved.

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

V. **Committee Reports**

- A. Resource Development – Connie Wojan thanked all who had sold tickets for the raffle; 403 tickets were sold. Deb Plastrik reported that over \$5,000 had been donated in memorial gifts.
- B. Finance – Rick Speck said that the executive committee would be looking at some payroll issues.
- C. Building Management – Denny Cook said that some issues which would be pursued include whether gutters are needed maintenance of the emergency generator.
- D. Medical Services and Quality Assessment – Deb Plastrik reported that the committee had met in July to discuss future work. The group will look at medical services usage at the end of the fiscal year.
- E. Audit Committee – no report

VI. **Operations Report – attached**

Donna Kubic noted that Veterans Affairs would send a group to the Health Center on Oct. 14 to discuss available services. Videoconferencing equipment has been delivered and installed which will allow mental health services to be offered to veterans here. She said that our County Commission, Nancy Ferguson, and Emmet County Commissioner Les Atchison had worked to persuade Vital Care to service Beaver Island in oxygen services.

VII. **Old Business**

None

VIII. **New Business**

- A. Charlevoix Area Hospital Foundation – Connie Wojan said that the Foundation had appealed to the Island for support of expanded services in Charlevoix, including the infusion center and more outpatient surgery capacity. Board members agreed that the Health Center’s relationship with the hospital was a vital one. Carolyn Space said that she depended on their staff every day.

Motion to donate \$5000.00 to the Charlevoix Area Hospital Foundation (Works/Cook) unanimously approved.

- B. Personnel Issues – Rick Speck said that issues about vacation benefits and Health Savings Accounts had arisen. The board agreed that the Executive Committee should meet and return with recommendations at the December meeting.

IX. **Public Comment**

Denny Cook said that he and Brad Grassmick had been working closely on issues related to the Emergency Services Authority and he wanted to thank him for his efforts.

John Works said he wanted to thank the Health Center staff for its hard work.

Pam Grassmick said she would bring Island Institute visitors to the Health Center for a tour. She asked about immunization clinics.

Jack Gallagher asked questions about the air ambulance situation and recounted his family’s experiences with the Health Center.

- X. **Motion to Adjourn at 11:55 am (J. Wojan/Works) unanimously approved.**

Respectfully submitted,

Deb Plastrik, Recording Secretary

Budget -

BEAVER ISLAND RURAL HEALTH CENTER

Income Statement

As of October 2015	2015-2016 Budget	For the Month Ending Actual Year to Date	October 31, 2015 % of Budget Collected	Remaining Budget
Carryover Previous Year	52,729.00	52,729.00	100.00	0.00
Income				
Funds from Auxiliary Acct	0.00	0.00	0.00	0.00
Interest Earned	450.00	32.00	7.11	418.00
Income: Teleme Grant Univ Serv	6,000.00	0.00	0.00	6,000.00
Income: CCCF Special Proj Fund	65,000.00	0.00	0.00	65,000.00
Interest-CCCF Endowment	0.00	0.00	0.00	0.00
Medicaid Interim Pay't	2,000.00	1,000.00	50.00	1,000.00
Medicare Contract Adj.	3,500.00	0.00	0.00	3,500.00
Income - Dental Space	4,050.00	400.00	9.88	3,650.00
Income: Millage, St. James	79,516.00	0.00	0.00	79,516.00
Income: Millage, Peaine	115,868.00	0.00	0.00	115,868.00
Donations/Fund Raising	55,000.00	1,625.00	2.95	53,375.00
CCCF/Other Grants	0.00	0.00	0.00	0.00
State Funding	100,000.00	0.00	0.00	0.00
Medical Service Income	108,000.00	11,694.00	10.83	96,306.00
Miscellaneous Income (Ins Reimb)	0.00	0.00	#DIV/0!	0.00
Total Income	592,113.00	67,480.00	11.40	424,633.00
Expenses - Employee				
Salary:FNP/PA/Relief care	163,000.00	9,101.00	5.58	153,899.00
Salary:Admi/Clerical/Clinical	103,000.00	7,761.00	7.53	95,239.00
Salary:Custodian/Maint	7,000.00	263.00	3.76	6,737.00
Insurance-Health Care	24,500.00	1,083.00	4.42	23,417.00
Employers' Portion Simple IRA	8,135.00	314.00	3.86	7,821.00
FICA-ER portion	20,850.00	1,285.00	6.16	19,565.00
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	0.00	0.00	1,000.00
Education - Clerical Cont	500.00	0.00	0.00	500.00
Total Employee Expenses	331,375.00	19,807.00	5.98	311,568.00
Expenses - Contact Services				
Physician's Agreement	24,000.00	2,000.00	8.33	22,000.00
Legal / Accounting	15,500.00	426.00	2.75	15,074.00
Contract Services	25,500.00	2,276.00	8.93	23,224.00
Total Contract Services	65,000.00	4,702.00	7.23	60,298.00

Expenses - Overhead

Auto Expenses	2,500.00	95.00	3.80	2,405.00
Internet Project/Service	10,000.00	870.00	8.70	9,130.00
Bank Charges/Credit Card Fees	450.00	117.00	26.00	333.00
Computer Software	1,500.00	0.00	0.00	1,500.00
Computer Tech Support	3,500.00	0.00	0.00	3,500.00
Dues and Subscriptions Exp	650.00	20.00	3.08	630.00
Electric	11,600.00	380.00	3.28	11,220.00
Equip - Purchase	3,000.00	421.00	14.03	2,579.00
Freight /Shipping	1,000.00	71.00	7.10	929.00
Insurance-General	15,000.00	0.00	0.00	15,000.00
Licenses	2,250.00	123.00	5.47	2,127.00
Lodging	450.00	0.00	0.00	450.00
Maint.- Building	2,500.00	11.00	0.44	2,489.00
Maint. - Equipment (copier, x-	1,000.00	0.00	0.00	1,000.00
Maint. - Grounds	3,200.00	0.00	0.00	3,200.00
Meals and Entertainment	1,500.00	0.00	0.00	1,500.00
Pet Gas (Heating)	19,500.00	0.00	0.00	19,500.00
Pet Gas (Emergency Generator)	500.00	0.00	0.00	500.00
Postage	850.00	16.00	1.88	834.00
Supplies - Cleaning	450.00	0.00	0.00	450.00
Supplies - Office	3,500.00	785.00	22.43	2,715.00
Supplies - Medical	10,000.00	369.00	3.69	9,631.00
Supplies -Pharmacy	9,000.00	2,038.00	22.64	6,962.00
Supplies - Xray	1,400.00	0.00	0.00	1,400.00
Office Publications	200.00	0.00	0.00	200.00
Technology Services Upgrade	16,000.00	0.00	0.00	16,000.00
Telephone	5,250.00	515.00	9.81	4,735.00
Travel	3,500.00	102.00	2.91	3,398.00
Waste Management	150.00	40.00	26.67	110.00
Miscellaneous	0.00	0.00	#DIV/0!	0.00
Total Overhead	130,400.00	5,973.00	4.58	124,427.00
Total Budget	526,775.00	30,482.00	5.79	496,293.00
Net Income (Loss)	65,338.00	36,998.00		
RaffleTruck Purchase	18,000.00	23.00		
Fund Raising Expense	9,000.00	692.00		
Grant Expenses	2,500.00	178.00		
Restricted Fund Expenses	10,000.00	0.00		
Miscellaneous U of M Doc's etc	0.00	0.00		
Budgeted Surplus(Maint/facilities)	10,000.00	10,000.00		
Net Income (Loss)	15,838.00	26,105.00		
Contributions to Others		0.00		
		26,105.00		
		0.00		
Major Maintenance/Repairs				