

Special Board of Directors Meeting Approved Minutes
Saturday, December 9, 2017
10:00 AM BIRHC Community Room

Present – Mark Carrington (new Director), Bill Johnson (joined via speakerphone @ 10:30am), Larry Kubic, Diane McDonough, Don Spencer, Maureen Turner, Connie Wojan,

Absent – Denny Cook, Jim Wojan

Guest – Mary Cook

Staff – Donna Kubic, Managing Director; John Martin, DO; Ann Partridge, Service Coordinator/Administrative Asst.

Audience – Kitty McNamara, Alice Belfy, PJ Niehaus, Pam Grassmick, Joseph Moore

I. Call to Order & Welcome

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

II. Revisions to the Agenda

None

III. Review, revisions & approval of the minutes

Motion to approve the minutes of the regular meeting of September 16, 2017 and special meeting of November 3, 2017 as written (Spencer/Kubic) unanimously approved.

IV. Dr. Martin services update

- A.** Dr. Martin reports that, he is up to speed and able to handle the provider's responsibilities at the Health Center independently.
- B.** Provided a Quality Assessment example and protocol review for the Board;
- C.** Recommended declining offer of once-a-month assistance from family doctor from Kalkaska in the interest of maintaining long-term relationship with Dr. Mann & Dr. Newcomb. Additional discussion regarding Kalkaska Doctor's offer and needs for future with all advocating maintaining a connection and continuing outreach.
- D.** Dr. Martin shared his visit to Washington and other Islands investigating best practices and potential models.

V. Financial and Utilization Reports

- A.** Mary Cook reviewed the Cash Distribution Report, Transaction List, and Profit & Loss Statements, indicating required items were forwarded to the Auditor with the exception of the final AR from HSA due to a complication in the transition of billing following Betty's death. **Motion to accept current reports with distribution of updates in January 2018 (Turner/Spencer) unanimously approved.**
- B. Motion to Approve Check Register (Kubic/Spencer) unanimously approved.**
- C. Consolidate Restricted Funds**
 - 1. Motion to transfer BIHSC \$16.40 to Good Samaritan Fund (Kubic/Turner) unanimously approved.**
 - 2. Motion to transfer Breast Health \$1,680.00 to Good Samaritan Fund (Spencer/Kubic) unanimously approved.**
 - 3. Motion to rename 'Maintenance' Fund to 'Building Capital Improvement' Fund to clarify allowable expenditures (Spencer/Turner) unanimously approved.**

VI. Committee Reports

Connie Wojan reviewed the Fall 2017 Newsletter and Annual Appeal distributions. Progress update on fence installation around the generator.

VII. Operations Report

Motion to transfer monies at 4Front Credit Union into a 4-year CD (C. Wojan/Kubic) unanimously approved.

Discussion regarding Life Pak12 costs. Update and discussion regarding ongoing outreach to potential dental providers, grant funders, equipment dealers, etc.

VIII. New Business

A. Motion to allocate \$1,200 for distribution of Holiday bonuses to 8 staff members (Spencer/Kubic) unanimously approved.

B. Postponed.

C. Motion to appoint Mark Carrington to BIRHC Board of Directors (Spencer/C. Wojan) unanimously approved.

D. Motion to set Regular Board Meetings for 2018 on the following dates: March 10, June 16, September 15, and December 8 (Turner/Spencer) unanimously approved.

E. Review of Strategic Plan Planned to be updated and distributed to the board upon completion

F. Committee Assignments

Financial, Resource Development, Recruiting, Quality Improvement, Munson Integration, Dental and Enhanced Communication committees were established and meeting dates discussed. All committees will meet by January 31 and a Board retreat will meet February 10th with all committees reporting on any accomplishments.

IX Public Comment

Kitty McNamara thanked the board for all their work on the Strategic Plan.

X. Motion to Adjourn

Motion to adjourn 2:05 PM (Kubic/McDonough)