

## **Board of Directors Meeting Approved Minutes**

**Saturday, March 19, 2016**

**10:00 AM BIRHC Community Room**

**Present** – *Board Members* – Terry Keyes, Larry Kubic, Don Spencer, Jim Wojan, Connie Wojan (on telephone)

**Absent** – Denny Cook, Rick Speck

*Staff* – Mary Cook, Bookkeeper; Donna Kubic, Managing Director; Deb Plastrik, Administrative Assistant

*Guests* – Mary Robinson, GVSU

### **I. Call to Order & Welcome**

Vice President Don Spencer called the meeting to order at 10:00 AM.

### **II. Mary Robinson – Contract with Grand Valley State University**

Mary Robinson, Regional Nursing Program Coordinator for the Kirkhof College of Nursing at GVSU, presented a proposal to have Nurse Practitioner students complete clinical rotations at the BIRHC starting this summer. The BIRHC would provide housing and a vehicle to use on the Island. The students would work under the supervision of the Center's practitioners for three to four days a week.

**Motion to approve a contract (attached) with GVSU contingent on the BIRHC being able to secure housing for the students (Kubic/Keyes) unanimously approved.**

### **III. Revisions to the agenda**

None

### **IV. Review, revisions & approval of the minutes of December 12, 2015**

The members of the Finance Committee were omitted. The members are Rick Speck, Don Spencer and Connie Wojan.

**Motion to approve the minutes of December 12, 2015 as amended (Keyes/J. Wojan) unanimously approved.**

### **V. Financial and Utilization Reports – attached**

Mary Cook presented the results of the audit (attached). She said that the cash flow figures (attached) show that the Center needs to be careful about spending. Donna Kubic reported that patient services had risen by 9% this year.

**Motion to accept the FY 2015 audit as presented (Kubic/Spencer) unanimously approved.**

**Motion to accept financial reports (attached) as presented (J. Wojan/Keyes) unanimously approved.**

**Motion to take \$56,000 from interest at Charlevoix County Community Foundation and move to the checking account (Spencer/J. Wojan) unanimously approved.**

**Motion to approve the check register (attached) (Keyes/Kubic) unanimously approved.**

**VI. Committee Reports**

- A. Resource Development (report attached) – Deb Plastrik reported on plans for the spring newsletter.
- B. Finance – No meeting.
- C. Building Management – Discussion about building a fence around the generator and propane tank was postponed until the next meeting.
- D. Audit Committee – previously reported.
- E. Quality Assessment and Performance Improvement (report attached) – Deb Plastrik reported on the annual evaluation meeting.

**VII. Operations Report – attached**

Donna Kubic asked for guidance on a few topics. The board agreed to post the audit on the website and agreed to purchase a ½ page ad in the Baroque on Beaver program. It was agreed that an early summer “health fair” event would be a good idea.

**VIII. Old Business**

None

**IX. New Business**

**A. Employee Health Benefits**

The board named a subcommittee of Don Spencer, Connie Wojan and Deb Plastrik to research options for benefits for those on Medicare and those not utilizing the Center’s health insurance.

**B. Interest from endowment – action approved under financial reports.**

**C. Munson Telemedicine grant**

Munson Healthcare is working on a grant application to expand and enhance telemedicine capabilities and has asked if BIRHC would like to be included.

**Motion to approve \$10,000 (if necessary) toward a grant commitment for improvements in the Munson Healthcare Telemedicine initiative (J. Wojan/Kubic) unanimously approved.**

**X. Public Comment**

None.

**A. Motion to Adjourn at 11:50 AM (J. Wojan/Kubic) unanimously approved.**

**Respectfully submitted,  
Deb Plastrik**