

Beaver Island Rural Health Center (BIRHC)
Board of Directors - **APPROVED MINUTES**

May 30, 2020

10:00AM via Zoom Video/Audio Conferencing Call

CALL TO ORDER: The teleconference meeting was called to order by Don Spencer at 10:01 AM (EDT) on Saturday, May 30, 2020.

ROLL CALL: The following members of the BIRHC Board of Directors, Staff and Others participated remotely via a Zoom Video/Audio Conferencing Call:

Board Directors Participating: Don Spencer (President), Frank D'Andraia (Secretary), Bill Johnson (Treasurer), Diane McDonough, Cody Randall, and Paul Welke (Vice President).

Board Directors Unavailable: Jim Wojan

Staff Participating: Tammy Radionoff, BIRHC Managing Director

Others Participating: Pam Grassmick, Kaylyn Jones, Kitty McNamara, and Dawn Marsh

REVISION TO THE AGENDA: The President asked if there were any revisions to the agenda. There were no additions to the agenda.

APPROVAL OF THE MINUTES: Motion to approve the Minutes of January 18, 2020 made by Welke and seconded by Randall. Unanimously Carried.

PRESIDENT:

Announcements: (1) Spencer directed the Board's attention to a previously distributed copy of Michigan SENATE BILL No. 152, Sec. 456: Health and Human Services. Reinstates vetoed language allocating \$675,000 to primary care clinics on Beaver (\$250,000), Bois Blanc (\$25,000), Drummond (\$150,000), and Mackinac Islands (\$250,000). (2) The President reported that he had a twenty five minute conversation about BIRHC with McLaran in early February, but no contact since then.

COMMITTEE REPORTS

Treasurer's Financial Report: The Treasurer provided an overview on current Health Centers Finances, noted the Pandemic has had an impact on BIRHC revenues; indicated one time Federal Pandemic Funds had been received and deposited, and reviewed ways to strengthen the Center's cash management policy and improve the rate return on Center funds. Discussion followed.

The Treasurer asked for motions on the following:

1. **Cash Management Recommendations:** (a) Place \$72,000 of Endowment Fund earnings in the Charlevoix State Bank (CSB) checking account by June 30; (b) Keep an operating cash balance in the Center's checking account of \$100,000 at CSB, with an additional \$100,000 to \$150,000 in a Money Market fund. (c) Invest the balance of cash in CD's ranging from 12 to 24 months out; and (d) Reduce the Special Projects cash balance from approximately \$257,000 to \$75,000 and place these funds in CD's as well. Motions to approve made by D'Andraia and seconded by Randall. Discussion Followed. All recommended motions unanimously passed.
2. **Bad Debt Policy:** Johnson reviewed proposed changes to the Health Center's Bad Debt Policy (previously distributed) and requested a motion to adopt the new written policy. Motion to approve made by Spencer and seconded by Welke. Discussion Followed. Unanimously passed.
3. **Bad Debt:** The Treasurer requested a motion to permit up to \$9000 in bad debt to be written off and that the Board adopt the newly prepared "Bad Debt Work Instructions" (previously distributed). Motion made by Spencer and seconded by Welke. Discussion Followed. Unanimously passed.
4. **Patient Check-in Policy:** The Treasurer reviewed proposed changes to the Health Patient Check-in Policy (previously distributed) and requested a motion to adopt the written policy. Motion made by D'Andraia and seconded by Randall. Discussion Followed. Unanimously passed.

Secretary's Report: (1) BIRHC Personnel Policies Employee/Handbook: D'Andraia reported on the revision and up-dating of the BIRHC Personnel Policies Employee/Handbook (previously distributed), a publication used by Center personnel as a resource guide and a summary of the various policies, benefits, and services available and applicable to full and part-time personnel. The Handbook also summarizes the general conditions of employment and employee rights and responsibilities. The Secretary requested a motion to approve and adopt the revised and expanded Handbook. Motion made by Spenser and seconded by Johnson. Discussion Followed. Unanimously passed. (2) D'Andraia noted the President had tasked the Secretary and Treasurer to develop transparent hiring processes that the Board could follow to ensure that the best new employees are found. He indicated the procedures were to cover such

topics as Job Posting & Screening; Interviewing; Reference Screening, and Hiring. D'Andraia reviewed the proposed document (previously distributed) and asked for a motion to adopt the protocols and copies to be sent to township supervisors. Motion made by Spenser and seconded by Johnson. Discussion followed. Unanimously passed.

Fundraising Report: D'Andraia referred the Board to the 2019 Annual Appeal summary compiled and previously distributed by Connie Wojan. He noted work was underway on the 2020 Annual Appeal process, as well as planning for a capital campaign. In an effort to strengthen the Center's fundraising effort, he recommended donors who make two or more consecutive gifts to the Health Center's Annual Appeal be publicly recognized. To this end he proposed the creation of the "1953 Society," a recognition group (concept proposal previously distributed) created to honor Annual Appeal supporters. The society is named in honor of the 100 Island residents who met in 1953 to establish what was to become the Beaver Island Rural Health Center. Motion made by Johnson and second by Spenser. Discussion Followed. Unanimously passed.

D'Andraia stated that with one exception, the BIRHC webpages were now up-dated and reconfigured. Work was ongoing on the "Ways to Give " section of the webpage, D'Andraia indicated Connie Wojan had completed drafting the next issue of the BIRHC Newsletter.

Building Maintenance Report: Spenser for Wojan reported that RFP's had been received regarding the re-staining of the exterior shingles of the BIRHC building, as well as for replacement of damaged floor tiles in the X-Ray Room. Spenser requested a motion to accept the RFP's and to authorize work and payment. Motion made by Johnson and seconded by McDonough. Discussion followed. Unanimously passed.

Managing Director's Report: Radionoff proceeded to provide the Board with an up-date on BIRHC operations, including COVID 19 Testing, acquisition of new computer and telephone equipment and systems, and the preparatory work required with the easing of COVID 19 operating restrictions.

The Manager asked for motions on the following:

1. Authority to provide written recommendations of staff warranting one time salary supplements for additional work performed during the pandemic;
2. Use Federal Covid 19 Funds to cover one time pandemic salary supplements;

3. Permission to increase the hours of a part-time clerical employee to full-time for a 90 day period and at the end of the period submitting a written evaluation on the merits of making the clerical position full time;
4. Approval for BIRHC Managing Director to attend off island hospice care training;
5. Signature Authority Requests:
 - a. Motion - For check amounts from \$.01 to \$3,000.00 the Managing Director has the signature authority. In the Director's absence, an Officer Of the Corporation shall have the authority. For check amounts in excess of \$3,000.00 the signature of the Managing Director and the signature of an Officer of the Corporation is required. In the event of the Directors absence, the signature of an Officer of the Corporation and one other Board Member's Signature is required.
 - b. Motion - Managing Director may make individual Credit card purchases up to \$3,000.00. Individual purchases between \$3,000.00 and \$5,000.00 require an Officer of the Corporation approval. Purchases in excess of \$5,000.00 require Board approval. All purchases must be tied to a line item in the Budget unless approved by the Board.
6. Covering Provider Wage Calculation: Motion - providers are salaried employees and are expected to work in the clinic during regular business hours and be on call after hours for a total of 176 hours in a two week work period. They will be paid an hourly wage for any hours exceeding the 176 biweekly total when covering for each other. The hourly wage will be calculated by dividing their current biweekly pay amount by 176 hours. Any hours worked above the 176 hours in a biweekly pay period must be approved by the Managing Director.

Motions made by McDonough and seconded by D'Andraia. Discussion followed. All three motions unanimously passed.

NEW BUSINESS

Signature Authority for the Secretary: Spencer discussed the need to have an additional on island Board member to possess signature authority and recommended the position of Secretary be given the added responsibility. Motion made by Johnson and seconded by McDonough. Discussion followed. Unanimously passed.

Managing Director's Job Description: Spencer called for a motion to approve adoption of an up-dated Managing Director's job description (previously distributed), with the understanding suggestions from the Managing Director and BIRHC QC

Coordinator may be incorporated. Motions made by McDonough and seconded by Randall. Discussion followed. Unanimously passed.

Appointment Dr. John Martin as BIRHC QC Coordinator: Spencer called for the following motion: “It is the policy of the BIRHC Board of Directors that the Health Center at all times maintain a robust Quality Control regime. Dr. John Martin has offered to support the Managing Director in providing staff education and assistance in maintaining good Quality Control. The Board authorizes the Managing Director to retain Dr. Martin as Quality Assurance Coordinator. He shall serve under the Managing Director and will be retained to the Director’s satisfaction. In this role he will provide staff QC education, conduct QC assurance meetings and practice reviews.” Motion made by McDonough and seconded by Randall. Discussion followed. Unanimously passed.

BI Broadband Consortium Membership: Spencer called for a motion to approve the recommendation that the BIRHC join the BI Broadband Consortium (explanatory documentation previously distributed). Motion made by Welke and seconded by McDonough. Discussion followed. Unanimously passed.

Audit Preparation: The Board President noted the need for the Audit Committee to meet prior to Peaine Township and St. James Township review and adoption of their budgets.

PUBLIC COMMENT: There was no public comment.

NEXT MEETING: The BIRHC meets next on Saturday, July 18, 2020 at 9:30 a.m.

ADJOURNMENT: Spencer adjourned the meeting at 12:07 a.m.

Respectfully Submitted:

Frank D’Andraia, Secretary