

Beaver Island Rural Health Center (BIRHC)
Board of Directors - **DRAFT MINUTES**
January 18, 2020
9:30 AM BIRHC Community Room

Board Members Present: Don Spencer, Frank D'Andraia, Bill Johnson, Cody Randall, Paul Welke, and Jim Wojan

Board Member Attending Remotely via Speakerphone: Diane McDonough

Staff Present: Tammy Radionoff, BIRHC Managing Director

Others Present: Kitty McNamara, St. James Township Supervisor

CALL TO ORDER: The Beaver Island Rural Health Center Board was called to order by the Board President, Don Spencer, at 9:31 a.m. on Saturday, January 18, 2020 in the BIRHC Community Room, 37304 Kings Highway, St. James, Beaver Island, MI .

REVISION TO THE AGENDA: The President asked if there were any revisions to the agenda. The topic of "Open Meeting Act" requirements was added to the agenda.

APPROVAL OF THE MINUTES: Motion to approve the Minutes of December 14, 2019 made by Johnson and seconded by D'Andraia. Unanimously Carried.

PRESIDENT:

Announcements: Spencer directed the Board's attention to packets placed before members and indicated the cluster of documents included copies of the By-laws (revised), Committee Rosters, Financial Reports (with pie charts), Conflict of Interest Disclosure Statements, two recent Letters received by the President, List of 2020 Board Meeting Dates and a List of Board and Health Center Team contact information.

Let the record reflect, the Chair announced that BIRHC Board Member Dianne McDonough planned to attend today's meeting remotely via speakerphone and due to technical difficulties with the phone system was unable to participate in the meeting.

COMMITTEE REPORTS

Treasurer's Financial Report: BIRHC Treasurer, Bill Johnson, announced that a public search for a new accounting firm had been successfully concluded. The Charlevoix firm of Mason, Kammermann & Rohrback PC was selected. Johnson indicated the transition was going smoothly. The Treasurer reported that BIRHC costs and revenues were in line with projections. Johnson indicated Mason, Kammermann & Rohrback PC have recommended several modest restricted accounts ---Hospice Helping Hands, Board Reimbursement, Senior Help Mate and Good Samaritan --be combined under the heading "Good Samaritan Fund." Johnson supported the streamlining and requested a motion be made to approve the recommendation. A brief discussion followed. Motion made by Welke and seconded by D'Andraia. Unanimously passed. Johnson concluded by taking questions.

Building Maintenance Report: Wojan reported he has not received an estimate regarding the restaining of the exterior shingles of the BIRHC building. He reported additional building maintenance was warranted, for example, replacement of damaged floor tiles in the X-Ray Room, as well as looming issues concerning replacement of the BIRHC roof and furnace. The President observed setting aside additional Capital Improvement Funds may be prudent.

Resource Development Report: D'Andraia noted the BIRHC webpages were being up-dated and reconfigured with special attention to improving the category "Ways to Give." D'Andraia indicated he is working with Connie Wojan on the next issue of the BIRHC Newsletter and on refreshing efforts to grow the Health Center's endowment.

OLD BUSINESS

Telephones: The BIRHC Managing Director, Tammy Radionoff, reported she continues to fact find on identifying the most appropriate new telephone system for the Center.

Computers: Radionoff reported she continues to do due diligence on the selection of an appropriate computer system for use by BIRC Medical Team and a system that will interact well with mainland hospitals and health care professionals

McClaren Health Care: Spencer reported work continues on developing a disclosure agreement with McClaren Health Care.

NEW BUSINESS

The Straits Hospital System: Because of bad weather in January, the visit by personnel from The Straits Hospital System was cancelled. The Board President indicated he is working to reschedule the meeting for February and will keep the Board apprised.

Hospice Status: Radionoff provided an overview of “End of Life Care“ offered by the Center. The Managing Director noted several staffing and equipment deficiencies need addressing, the Health Center “Hospice Policy” warrants up-dating and the policy on the use of volunteers, as well as, collaboration with other appropriate Island entities merits review. Discussion followed.

Agenda Preparation: Spencer led a discussion on agenda preparation. It was agreed that the Board President and the Center Managing Director would prepare and circulate (via email) a draft agenda for comment prior to each Board meeting. A motion was made to establish the process as Board policy. Motion Johnson and seconded by Wojan. Unanimously carried.

Committee Meeting Schedule: Spencer indicated he would call committee chairs two weeks prior to a Board meeting to confirm plans about reporting. A brief discussion followed.

Succession Planning. The chair asked for volunteers to develop transparent hiring processes the Board could follow to ensure that the best new employees are found. He indicated the procedures should cover such topics as Job Posting & Screening; Interviewing; Reference Screening, and Hiring and Employee Offers. Johnson and D’Andraia stepped up to work on the initiative.

Michigan Open Meetings Act (OMA): Spencer reviewed Board obligations under Michigan's “Open Meetings Act.” To insure BIRHC Board processes and information are clearly transparent, a motion was made by Wojan and seconded by Johnson to have the Board President annually review the Michigan Open Meetings Act obligations with Board members. Unanimously carried.

EMS/BIRHC: Johnson suggested that it would be very helpful if Radionoff and Randall prepare a special presentation for the April Board meeting on how EMS and the BIRHC may enhance operations through closer collaboration. A motion was made by Wojan and seconded by Welke. Unanimously carried.

PUBLIC COMMENT: Regarding Telephones - McNamamra suggested Radionoff look

into the pool service being considered by several Island organizations, such as Peaine and St. James Townships, the Beaver Island Community School, and the Beaver Island Historical Society. Regarding OMA - McNamara indicated she was pleased to see the emphasis placed on meeting the intent of the "Open Meetings Act."

NEXT MEETING: The BIRHC meets next on Saturday, April 25, 2020 at 9:30 a.m.

ADJOURNMENT: Spencer adjourned the meeting at 11:09 a.m.

Respectfully Submitted:

Frank D'Andraia, Secretary