

NOTICE OF QUARTERLY MEETING
Beaver Island Rural Health Center Board of Directors
Peaine Township Hall
June 10, 2021 @ 4:00PM

CORRECTED & REVISED DRAFT AGENDA - Call for Agenda Items

- I. CALL TO ORDER & ROLL CALL OF DIRECTORS
- II. ADOPTION SPECIAL RULE OF ORDER, USE OF CONSENT AGENDA
- III. CONSENT AGENDA
 - A. Approval of Minutes for Special Meetings held on:
 1. January 7, 2021, Quarterly Meeting
 2. February 5, 2021, Special Meeting
 3. March 4 2021, Special Meeting
 4. May 17, 2021 Special Meeting
 - B. Financial Report - April
 - C. Financial Signature Updates: (1) Charlevoix State Bank, (2) 4Front Credit Union, (3) Pen Air Federal Credit Union; (4) Signature Federal Credit Union; and (5) TIAA Bank: - Resolution: That the Board of Directors of the Beaver Island Rural Health Center at their board meeting on June 10, 2021, resolve to authorize Frank D'Andraia, President of the BIRHC Board, Tammy Radionoff, Managing Director of the Beaver Island Rural Health Center, and Carla Martin, Secretary of the BIRHC Board to act as authorized fiduciary agents on behalf of Beaver Island Rural Health Center. The effective date of this authorization is June 10, 2021. Further the board authorized the removal of Don Spencer, former President of the BIRHC board, as an authorized representative as he has retired from the BIRHC board and the removal of William Johnson, former Treasurer of the BIRHC board, as an authorized representative as he has passed away, and Ed Troutman, former Treasurer of the BIRHC Board as he has resigned.
 - D. Financial Authorization Signature Federal Credit Union, Alexandria, VA: Resolution - That the Board of Directors of the Beaver Island Rural Health Center at their board meeting on June 10, 2021, resolve to authorize Frank D'Andraia, President of the BIRHC Board to move all BIRHC Money Market and Savings Account funds from Signature Federal Credit Union, Alexandria, VA to the 4Front Credit Union, Charlevoix, MI on or before December 31st, 2021 and deposit said funds into a CD or money market account.
 - E. Financial Authorization Pen Air Federal Credit Union, Pensacola, FL: Resolution - That the Board of Directors of the Beaver Island Rural Health Center at their board meeting on June 10, 2021, resolve to authorize Frank D'Andraia, President of the BIRHC Board to move all BIRHC CD, Money Market, and Organizational Savings Funds from Pen Air Federal Credit Union, Pensacola, FL to the Charlevoix State Bank (Michigan) on or before December 31st, 2021 and deposit said funds into a CD or money market account.

F. Approval Audit Report - Resolution: That the Board of Directors of the Beaver Island Rural Health Center at their board meeting on June 10, 2021 accept the Independent's Accountant's (Maner Costerisan) Review Report for the Year Ended September 30, 2020.

G. Approval Hospice Equipment Purchases with GLE People Fund and BIRHC money - Resolution: That the Board of Directors of the Beaver Island Rural Health Center at their board meeting on June 10, 2021, resolve to authorize Tammy Radionoff, the Managing Director, to purchase \$5,500 in hospice equipment as specified in the GLE People Grant Fund application.

H. Jim Haverman - Resolution:

WHEREAS, It is the custom of this Beaver Island Rural Health Center Board of Directors to periodically recognize organizations and individuals who would devote themselves to supporting the operations and services of the Rural Health Center; and

WHEREAS, Jim Haverman has been a champion, friend and supporter of the Beaver Island Rural Health Center for well over a decade, a role he has held with distinction, a role he has exercised with integrity and with wisdom gained from more than two decades of involvement in public service, management, and volunteer work; and

WHEREAS Jim Haverman's government experience, deep commitment to health care, and his capacity to listen and counsel and his vast array of contacts in government and the health profession has been of immense value to the Beaver Island Rural Health Center; and now, therefore, be it RESOLVED, BY THE BIRHC Board of Directors with deep gratitude acknowledges the thoughtful and meaningful contributions of Jim Haverman's work on behalf of the Island's Health Center.

I. Commemorating the 30th Anniversary of the Michigan Rural Health Center - Resolution:

WHEREAS, It is the custom of this Beaver Island Rural Health Center Board of Directors to periodically recognize organizations and individuals who would devote

themselves to supporting the operations and services of the Rural Health Center; and

WHEREAS, The Mission of the Center is to coordinate, plan, and advocate for improved Health for Michigan's rural residents and communities;" and

WHEREAS, It is one of only three non-profit State Offices of Rural Health (SORH) in the country; and

WHEREAS, Michigan's SORH, MCRH plays a key role in rural health care by assisting in the creation and implementation of partnerships among organizations, health departments, hospitals, government and academia; and

WHEREAS, Those collaborations and alliances go on to create new opportunities in the areas of network development, quality of care, emergency medical services, continuing education, and recruitment and retention of rural health care providers; and

WHEREAS, It is the sense of this BIRHC Board of Directors that those organizations who enhance the well-being, health and vitality of their

community and have shown a long and sustained commitment to excellence certainly have earned recognition and applause; now, therefore, be it RESOLVED, BY THE BIRHC Board of Directors goes on record as recognizing the 30th anniversary of the Michigan Rural Health Center.

J. Laura R. Hasen - Resolution

WHEREAS, It is the custom of this Beaver Island Rural Health Center Board of Directors to periodically recognize organizations and individuals who would devote themselves to supporting the operations and services of the Rural Health Center; and WHEREAS, the members of the BIRHC Board of Directors wish to congratulate

Laura

R. Hansen on the occasion of her retirement on July 16, 2021, after 29 years of service to the Charlevoix County Community Foundation; and WHEREAS, Laura R. Hansen has had a long and distinguished career as an accountant with the Charlevoix County Community Foundation where she has "cashed every check and written every check in C3F's 29 year history"; and WHEREAS, Throughout her career, Laura R. Hasen spent considerable time working with various Beaver Island Rural Health Center personnel, as well as staff at other Beaver Island not for profit organizations; and WHEREAS, Laura R. Hansen greatly enjoyed her work with C3F because she believed in the Foundation's mission, vision, and core values; now, therefore, be it RESOLVED, BY THE BIRHC Board of Directors, that we congratulate Laura R. Hasen on her retirement and thank her for her many years of dedicated and exemplary service and assistance to the Rural Health Center and other Beaver Island philanthropic organizations.

IV.REPORTS

A. Managing Director (Radionoff)

B. Standing Committees

1. Medical Services and Quality Assessment and Performance Improvement Program Committee (Leese)

2. Audit Committee (Leese) - No Report

3. Finance Committee (D'Andraia)

a. Transfer of Funds Pen Air Federal Credit Union & Signature Federal Credit Union

b. Charlevoix County Community Foundation - Distribution Notification

Options

- Time Sensitive (D'Andraia)

i. Send Center a check for the full amount

ii. Add the full amount to the principal of the Fund

iii. Send Center a check for \$000.000 and add the remainder of the distribution to the principal of the Fund

c. Budget Preparation/Presentation Township Trustees, August 2021

4. Building Maintenance Committee (Martin)

a. Authorized Work - Exterior Shingle Staining and Repairs

b. Remodel Estimate Needed - X-ray Room

c. Repair Estimate Needed - Public Restroom (waiting room area)

- d. Equipment Estimates Needed: Automatic Entry Doors (2) an E-Sign
- 5. Resource Development and Marketing/Funding Exploration (D'Andraia)
 - a. Newsletters Spring (@ printer); Summer and Fall/content and annual appeal focus
 - b. Legacy and 1953 Societies Events & Corporate Members
 - c. Donor Growth
 - d. Endowment

C. Ad Hoc Committees

- 1. Good Samaritan Fund Committee: (Leese for Taylor-Blitz)
- 2. Patient Survey Committee (Sopczynski)
- 3. Strategic Plan Committee: (Birch)
- 4. QSN Committee (Director Vacancy) Recommendation (Randall)

V. OLD BUSINESS - None

- A. Web Pages Up-date Authorization (D'Andraia)
- B. Purchasing Policy Draft (Martin)
- C. FOIA Policy Draft (Martin)

VI. NEW BUSINESS

- A. Michigan Rural Health Center Conference June 8-10 (Birch)
- B. Advice of Counsel (D'Andraia)
 - 1. Handbook Acknowledgment Receipt Form
 - 2. Insurance Policy Governing Non Contractual Medical Personnel
 - 3. Condo
 - a. Recommended Policy/Attorney Finding
 - b. Condo Comparables
- C. Director Terms Expiring in 2021/Re-appointment (D'Andraia)
- D. Staggered terms Adjustments for three of five new Directors (McDonough)
- E. Policy - Managing Director's time sheets: At the end of each pay period, the Managing Director's time sheets must be submitted to the President of the Board for approval and then submitted for payment processing.
- F. Policy - Building Maintenance Committee: The Board's Building Maintenance Committee is charged with annually assessing whether or not the interior of the Center's condo unit needs new paint or repairs or furnishing replacement and the Committee is to bring such assessments to the attention of the Board. In addition, the Committee is to maintain a log of annual inspections and repairs and replacements made.
- G. Resolutions:
 - 1. ACCEPTANCE OF REQUEST FOR A REDUCED WORK SCHEDULE AND RETIREMENT, CECILIA PEASLEY, NURSE PRACTITIONER (FNP-C) - RESOLUTION:

RESOLVED that the Board of Directors of the Beaver Island Rural Health Center at their board meeting on June 10, 2021 approved the request of Cecilia Peasley, Nurse Practitioner (FNP-C) to go part-time effective July

1, 2021 and accepts resignation/retirement of Cecilia Peasley, Nurse Practitioner (FNP-C) effective September 30, 2021 and it is FURTHER RESOLVED that the President of the Board is hereby instructed to notify Ms. Peasley that the Board has approved her written requests and, extends congratulations to her upon her retirement and expresses thanks for her good work during her tenure as a nurse practitioner at the Beaver Island Rural Health Center.

NURSE

3. ACCEPTANCE OF THE A REQUEST OF TAMMY RADIONOFF, PRACTITIONER (FNP-C) TO ASSUME TEMPORARY DUTIES AS A NURSE PRACTITIONER

RESOLVED that the Board of Directors of the Beaver Island Rural Health Center at their board meeting on June 10, 2021 approved the request of Tammy Radionoff to temporarily assume the duties as a Nurse Practitioner at the Beaver Island Rural Health Center as requested in her letter dated on June 8, 2021 and it is

orientation

FURTHER RESOLVED Radionoff begin the standard 6 week

applicant

period effective July 1, 2021 and it is FURTHER RESOLVED that the President of the Board is hereby instructed to notify Ms. Radionoff that if she does wish to be an

her

for the position of Managing director, she may step back and resume current duties as an Managing Director at the Rural Health Center without prejudice.

4. APPOINTMENT OF ANN PARTRIDGE TO ASSUME TEMPORARY DUTIES AS MANAGING DIRECTOR

RESOLVED, the Board of Directors of said Corporation does hereby Appoint Ann Partridge to temporarily assume the duties of Managing Director at the Beaver Island Rural Health Center, until such time as the position is permanently filled and it is

her

FURTHER RESOLVED that the President of the Board is hereby instructed to notify Ms. Partridge that if she does wish to be an applicant for the position of Managing director, she may step back and resume

current duties as head of Administrative Services at the Rural Health Center without prejudice.

5. APPROVAL OF ESTABLISHMENT OF COMMITTEE OF THE BOARD - SEARCH COMMITTEES: Nurse Practitioner

RESOLVED, that the Board of Directors hereby established a search Committee for a Nurse Practitioner and it is

FURTHER RESOLVED that the Committee shall consist of one physician, one clinician, one current director, to identify qualified individuals, recruiting and encouraging nominations and applications, and monitoring the confidential applicant pool to ensure quality and diversity. The committee will conduct an independent review of the candidate pool, interview the top candidate(s) and bring the name of

one

candidate forward that it deems most highly qualified for recommendation to the Board.

6. APPROVAL OF ESTABLISHMENT OF COMMITTEE OF THE BOARD - SEARCH COMMITTEES: Managing Director

RESOLVED, that the Board of Directors hereby established a search Committee for Managing Director and it is

FURTHER RESOLVED that the Committee for Managing Director shall consist of three current or past directors, the Head of EMS and one Island resident to identify qualified individuals, recruiting and encouraging nominations and applications, and monitoring the confidential applicant pool to ensure quality and diversity. The committee will conduct an independent review of the candidate pool, interview the top candidate(s) and bring the name of one candidate forward that it deems most highly qualified for recommendation to the Board and it is

FURTHER RESOLVED that the committee follow the guidelines of the "Succession Plan" approved by the Board and shared with the Island's Townships on May 30, 2020.

VII. PUBLIC COMMENT

VIII. ADJOURNMENT