

# Beaver Island Rural Health Center

## Board of Directors

37304 Kings Hwy Beaver Island, MI 49782

### Quarterly Meeting

January 7<sup>th</sup>, 2021 at 4:00pm

Meeting held electronically via Zoom due to the Covid-19 Pandemic and limitations on the number of persons permitted in a meeting hall.

Meeting called to order at 4:00pm

#### Board Members Present/Participating:

Frank D'Andraia, President

Diane McDonough Vice President

Edward Troutman, Treasurer

Carla Martin, Secretary

Cody Randall

Lawrence Birch

Kellie Sopczynski

Kate Leese

Lori Taylor-Blitz

Members Absent: None

#### Members of the public present at the start of the meeting:

Joe Moore

Mary Cook

No revisions were made to the agenda.

#### APPROVAL OF MIINUTES

MOTION McDonough, second Taylor-Blitz to approve the minutes of the December 12<sup>th</sup>, 2020 Annual Meeting with one correction to the heading to read "Annual Meeting".

Roll Call Vote

D'Andraia: Yes

McDonough: Yes

Troutman: Yes

Randall: Yes

Taylor-Blitz: Yes

Leese: Yes

Sopczynski: Yes

Birch: Yes

Martin: Yes

Opposed: None

Absent: None

MOTION APPROVED

MOTION McDonough, second Troutman to approve the minutes of the December 18<sup>th</sup>, 2020 Special Meeting.

Roll Call Vote

D'Andraia: Yes

McDonough: Yes

Troutman: Yes

Randall: Yes

Taylor-Blitz: Yes

Leese: Yes  
Sopczynski: Yes  
Birch: Yes  
Martin: Yes  
Opposed: None  
Absent: None

MOTION APPROVED

## REPORTS

A financial report was presented by Troutman, (Treasurer). Proposed budget revisions were reviewed in detail. No action was taken in regards to the proposed budget amendments. A copy of the proposed budget amendments is available upon request. Troutman also provided the Board with an update on financial signature authorization as new authorization previously approved by the Board necessitated paperwork to be filed with all financial institutions with which the Beaver Island Rural Health Center holds accounts. Troutman also provided a brief history of the Beaver Island Rural Health Center's relationship with the Charlevoix County Community Foundation with some initial recommendations and goals in relation to the endowment held with the CCCF.

A brief presentation about the Open Meetings Act and the Freedom of Information Act was provided by Martin (Secretary). The Beaver Island Rural Health Center Board is contractually obligated to abide by the Open Meetings Act (OMA) and the Board previously approved a request to also abide by the Freedom of Information Act (FOIA). Board members were provided with resources to familiarize themselves with each of the two policies.

MOTION Leese, second McDonough to appoint BIRHC Managing Director, Tammy Radionoff, as FOIA Coordinator for the Beaver Island Rural Health Center with the added requirement that the FOIA Coordinator report all FOIA issues and requests to the Board via the Secretary.

Roll Call Vote  
D'Andraia: Yes  
McDonough: Yes  
Troutman: Yes  
Randall: Yes  
Taylor-Blitz: Yes  
Leese: Yes  
Sopczynski: Yes  
Birch: Yes  
Martin: Yes  
Opposed: None  
Absent: None

MOTION APPROVED

Martin also relayed that the previous Board decision to abide by FOIA created a need for the Board to develop and adopt a FOIA Policy. McDonough and Martin will work cooperatively to create a draft policy to be reviewed by the Board at the next quarterly meeting with acknowledgment that the policy must be reviewed and approved by counsel prior to adoption by the Board.

D'Andraia (President) provided information regarding the need for a Resource Development Committee and implored interested board members to consider serving on this committee for which the primary focus will be communication, recognition and basic fundraising. In addition to the Resource Development Committee, a Donor Council comprised of the members of the Board of Directors will be tasked with fundraising activities. An event for donors is being tentatively planned for the summer of 2021, the details of which will be dependent upon Covid-19 restrictions.

There was no report from the Building Maintenance Committee.

BIRHC Managing Director, Tammy Radionoff, provided an update on the current status of the distribution and administration of Covid-19 vaccines on Beaver Island. Updated information will be provided to the public as needed via the website and other outlets. Due to technical issues the remainder of the Managing Director's report was moved down the agenda.

## OLD BUSINESS

D'Andraia outlined the list of electronic documents and other information to be distributed to new members of the Board as well as the means of distribution for any documents or information that hadn't been distributed prior to the meeting.

MOTION Birch, second Sopczynski to set the quarterly meeting dates and times of the Beaver Island Rural Health Center Board of Directors for the remainder of the calendar year as Thursday June 10, 2021 at 4:00pm, Thursday September 16<sup>th</sup>, 2021 at 4:00pm, and Thursday December 9<sup>th</sup>, 2021 at 4:00pm.

Roll Call Vote

D'Andraia: Yes

McDonough: Yes

Troutman: Yes

Randall: Yes

Taylor-Blitz: Yes

Leese: Yes

Sopczynski: Yes

Birch: Yes

Martin: Yes

Opposed: None

Absent: None

MOTION APPROVED

MOTION D'Andraia, second McDonough to contribute \$1000.00 to the Good Samaritan Fund in memory of Bill Johnson.

Roll Call Vote

D'Andraia: Yes

McDonough: Yes

Troutman: Yes

Randall: Yes

Taylor-Blitz: Yes

Leese: Yes

Sopczynski: Yes

Birch: Yes

Martin: Yes

Opposed: None

Absent: None

MOTION APPROVED

## CONTINUATION of REPORTS

The Managing Director's report continued with discussion of a needs assessment proposed by Radionoff. The proposal for a needs assessment will be evaluated by the Strategic Plan Committee and presented to the Board at a later date. Kelly Becker, FNP-BC, provided a demonstration of the new online patient portal being introduced at the BIRHC. The patient portal will provide the ability for BIRHC care providers to communicate with patients via a HIPPA compatible remote service.

## COMMITTEE ASSIGNMENTS

D'Andraia presented a description of the various committees that will be functioning via the BIRHC Board of Directors. Committee assignments were made as follows:

Medical Services and Quality Assessment and Performance Improvement Program Committee

Kate Leese (Chair), Diane McDonough, Daniel Mann, MD, John Martin, MD, Edward Newcomb, MD, and Tammy Radionoff, NP-C

Audit Committee

Larry Birch (Chair), Lori Taylor-Blitz, Val Kammermann, and Cody Randall

Finance Committee

Ed Troutman (Chair), Larry Birch, Carla Martin, and Kellie Sopczynski.

Resource Development and Marketing/Funding Exploration Committee  
Kate Leese, Lori Taylor-Blitz, remainder TBD

Building Maintenance  
Carla Martin (Chair), Jim Wojan, remainder TBD

Strategic Plan Committee  
Larry Birch (Chair), Tammy Radionoff, Cody Randall, and Kellie Sopczynski

Good Samaritan Fund  
Lori Taylor-Blitz (Chair), Kate Leese, remainder TBD

Patient Survey Committee  
Kellie Sopczynski (Chair), Lori Taylor-Blitz, Kate Leese, Diane McDonough

MOTION McDonough, second Troutman to adjourn, MOTION APPROVED  
Meeting adjourned at 6:01pm.