

# **Beaver Island Rural Health Center**

## **Board of Directors**

37304 Kings Hwy Beaver Island, MI 49782

### **Special Meeting**

February 5<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 [Beaver Island, MI]

Diane McDonough Vice President [Beaver Island, MI]

Edward Troutman, Treasurer [Noblesville, IN]

Carla Martin, Secretary [Beaver Island, MI]

Cody Randall [Beaver Island, MI]

Lawrence Birch [Chicago, IL]

Kellie Sopczynski [Bay City, MI]

Kate Leese [Beaver Island, MI]

Lori Taylor-Blitz [Escanaba, MI]

Members Absent: None

Also present was Tammy Radionoff, BIRHC Managing Director.

Public participating and wishing to be identified at the start of the meeting: Don Spencer, Joe Moore, and Bob Sramek.

No revisions were made to the agenda.

MOTION Troutman, second Taylor-Blitz to designate the Managing Director be authorized to enter into a service contract with Common Angle for a two-year period at a cost not exceeding \$15,000.

Roll Call Vote

Yes: D'Andraia, McDonough, Troutman, Martin, Randall, Birch, Sopczynski, Leese, Taylor-Blitz

No: None

MOTION APPROVED

MOTION Troutman, second Birch to approve the Treasurer's request to move BIRHC CD monies from the TIAA Bank in Ann Arbor into a Charlevoix State Bank money market fund on or before December 31<sup>st</sup>, 2021.

Roll Call Vote

Yes: D'Andraia, McDonough, Troutman, Martin, Randall, Birch, Sopczynski, Leese, Taylor-Blitz

No: None

MOTION APPROVED

RESOLUTION #01 -2021

Offered by Troutman and supported by Birch that the Board of Directors of the Beaver Island Rural Health Center at their special board meeting on February 5th, 2021, resolve to authorize the moving of \$100, 000.00 from a checking account at the Charlevoix State Bank into a money market account at Charlevoix State Bank on or before March 1, 2021.

Roll Call Vote

Yes: D'Andraia, McDonough, Troutman, Martin, Randall, Birch, Sopczynski, Leese, Taylor-Blitz

No: None

RESOLUTION ADOPTED

MOTION Birch, second Leese to approve the revised BIRHC budget as distributed on 1/7/21.

Roll Call Vote

Yes: D'Andraia, McDonough, Troutman, Martin, Randall, Birch, Sopczynski, Leese, Taylor-Blitz

No: None

MOTION APPROVED

MOTION Randall, second Martin to adopt the Pre-Employment Background Verification Policy and Procedures, as written, for all new BIRHC professional positions and positions that require personnel to handle funds, effective March 1, 2021.

Roll Call Vote

Yes: D'Andraia, McDonough, Troutman, Martin, Randall, Birch, Sopczynski, Leese, Taylor-Blitz

No: None

MOTION APPROVED

The need for a written document establishing policy and procedures governing use of the condo owned by the BIRHC was discussed. The Finance Committee will prepare a draft policy for review at the next quarterly regular meeting of the BIRHC Board of Directors.

An informal draft of a proposed purchasing policy was provided. The Finance Committee, along with Tammy Radionoff, BIRHC Managing Director, will continue work on a draft Purchasing Policy for review at the next quarterly regular meeting of the BIRHC Board of Directors.

The BIRHC Board of Directors will provide March 4<sup>th</sup>, 2021 at 4:00pm and April 8<sup>th</sup>, 2021 at 4:00pm as potential meeting dates in order to invite Mr. "Chip" Hansen, president of the Charlevoix County Community Foundation to meet with the BIRHC Board of Directors regarding the Foundation's operations and services and to provide an opportunity for the BIRHC Board of Directors to ask questions about the Foundation and Foundation interactions with the BIRHC.

Donors to the BIRHC are now able to utilize the BIRHC website to make credit card donations online via PayPal. A request was made to make the existing PayPal link more prominent on the "Ways to Give" page of the BIRHC website.

The update on Covid-19 vaccinations was omitted from the special meeting due to time-constraints.

Meeting adjourned at 5:22pm.