

# **Beaver Island Rural Health Center**

## **Board of Directors**

37304 Kings Hwy Beaver Island, MI 49782

### **Quarterly Meeting**

June 10<sup>th</sup>, 2021 at 4:00pm

Meeting held at the Peaine Township Hall, 36825 Kings Hwy, Beaver Island, MI 49782 and posted accordingly.

Meeting called to order at 4:09pm by D'Andraia

Board Members Present/Participating:

Frank D'Andraia, President

Diane McDonough, Vice President

Carla Martin, Secretary

Cody Randall

Kate Leese

Members Absent: Lori Taylor-Blitz

Laurence Birch and Kellie Sopczynksi participated via conference call but did not vote given constraints on remote meeting participation and best practices regarding amendments to the Open Meetings Act.

Also present was Tammy Radionoff, BIRHC Managing Director.

MOTION Leese, second Randall to approve the use of consent agendas for board meetings, motion approved.

MOTION Randall, second McDonough to distribute Charlevoix County Community Foundation funds of \$24,010.00 into the endowment fund and \$50,000.00 into special projects, motion approved.

MOTION Randall, second McDonough to appoint Leslie Visser to the Beaver Island Rural Health Center Board of Directors to fill the vacancy created by the resignation of Ed Troutman, motion approved.

MOTION Martin, second Randall to approve an expenditure of up to \$1000.00 for work done by Next Level Solutions for the updating of the BIRHC website with work to be completed by the end of July 2021, motion approved.

MOTION Leese, second McDonough to adopt the Beaver Island Rural Health Center Purchasing Policy as amended, motion approved.

MOTION C. Martin, second Randall to adopt the Handbook Acknowledgment Receipt Form, motion approved.

MOTION Leese, second Randall to adopt the policy, as amended, requiring proof of insurance from all non-contracted medical personnel working at the Beaver Island Rural Health Center, motion approved.

The policy governing use of the condo owned by the BIRHC was tabled until further advice from counsel can be sought on the matter.

MOTION Martin, second McDonough to approve a policy that the Managing Director's timecards reflecting only vacation days, holidays and sick-days be submitted to the board president for approval on a quarterly basis, motion approved.

MOTION Leese, second McDonough to adopt the policy that the Managing Director is charged with assessing whether or not the BIRHC's condo unit needs new paint or repairs or furnishing replacement and the Managing Director is to bring such assessments to the attention of the Building Maintenance Committee. In addition, the Building Maintenance Committee is to maintain a log of repairs and replacements, motion approved.

Resolution #02 of 2021 Offered by Leese and supported by McDonough

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.

Roll Call Vote

Yes: Leese, McDonough, D'Andraia, Martin, Randall

No: None

Absent/Unable to Vote: Taylor-Blitz, Birch, Sopczynski

Resolution Adopted

MOTION Leese, second McDonough to act on the written request submitted by the current Managing Director by directing the Board President to immediately establish a review committee composed of medical staff, clinical staff, and Larry Birch, a member of the Board of Directors, to confirm that an existing employee does meet the qualifications that are typically required for the position of Nurse Practitioner, including a background check, and to make a recommendation to the Board, after no more than thirty days, if the transfer to the position of Nurse Practitioner is confirmed. Upon confirmation and resulting transfer to the position of Nurse Practitioner, a six week orientation period will begin, motion approved.

MOTION Leese, second Randall to appoint Ann Partridge to assume temporary duties as Managing Director, that 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 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 her current duties as head of Administrative Services at the Rural Health Center without prejudice, motion approved.

MOTION McDonough, second Randall for the approval of establishment of committee of the board - search committee: Managing Director, that the Board of Directors hereby established a search Committee for Managing Director and it is that the Committee for Managing Director shall consist of three current or past board 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 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, motion approved.

MOTION McDonough, second Randall to approve the consent agenda items A and B: approval of minutes of the 1/7/21 quarterly meeting, 2/5/21 special meeting, 3/4/21 special meeting, and 5/17/21 special meeting, and the acceptance of the financial report.

ROLL CALL VOTE

Yes: Leese, McDonough, D'Andraia, Martin, Randall

No: None

Absent/Unable to Vote: Taylor-Blitz, Birch, Sopczynski

Adopted

RESOLUTION #03-2021 Offered by Leese and supported by McDonough

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

ROLL CALL VOTE

Yes: Leese, McDonough, D'Andraia, Martin, Randall

No: None

Absent/Unable to Vote: Taylor-Blitz, Birch, Sopczynski

Resolution Adopted

RESOLUTION #04-2021 Offered by McDonough and supported by Randall

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

ROLL CALL VOTE

Yes: Leese, McDonough, D'Andraia, Martin, Randall

No: None

Absent/Unable to Vote: Taylor-Blitz, Birch, Sopczynski

Resolution Adopted

RESOLUTION #05-2021 Offered by Leese and supported by McDonough

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.

ROLL CALL VOTE

Yes: Leese, McDonough, D'Andraia, Martin, Randall

No: None

Absent/Unable to Vote: Taylor-Blitz, Birch, Sopczynski

Resolution Adopted

MOTION McDonough, second Leese to accept the audit report for fiscal year ending September 30, 2020, motion approved.

RESOLUTION #06-2021 Offered by Leese and supported by McDonough

Approval of 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.

ROLL CALL VOTE

Yes: Leese, McDonough, D'Andraia, Martin, Randall

No: None

Absent/Unable to Vote: Taylor-Blitz, Birch, Sopczynski

Resolution Adopted

RESOLUTION #07-2021 Offered by Martin and supported by Randall

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.

ROLL CALL VOTE

Yes: Leese, McDonough, D'Andraia, Martin, Randall

No: None

Absent/Unable to Vote: Taylor-Blitz, Birch, Sopczynski

Resolution Adopted

RESOLUTION #08-2021 Offered by Leese and supported by McDonough

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 3 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.

ROLL CALL VOTE

Yes: Leese, McDonough, D'Andraia, Martin, Randall

No: None

Absent/Unable to Vote: Taylor-Blitz, Birch, Sopczynski

Resolution Adopted

RESOLUTION #09-2021 Offered by Randall and supported by McDonough

Laura R. Hansen – 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. Hansen 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. Hansen 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.

ROLL CALL VOTE

Yes: Leese, McDonough, D'Andraia, Martin, Randall

No: None

Absent/Unable to Vote: Taylor-Blitz, Birch, Sopczynski

Resolution Adopted

While public comments were accepted throughout the meeting, no public comments were made during the public comment portion of the meeting.

Meeting adjourned at 6:46pm.