

Board of Directors Meeting Approved Minutes

Saturday, September 18, 2010

10:00 AM BIRHC Community Room

Present– *Board Members* –Sandra Birdsall, Denny Cook, Carol Gillespie, Terry Keyes, Pete LoDico, John Martin, Don Spencer, Connie Wojan, John Works, Jr.

Staff – Donna Kubic, Managing Director

Absent: Brad Grassmick, Rick Speck

I. Call to Order & Welcome

Connie Wojan called the meeting to order at 10:00 AM.

II. Review, revisions to agenda

Under VIII New Business, Don Spencer would like to add: A. Peaine Twp vote to levy two mills for the Health Center.

Sandy Birdsall under Old Business would like to add: B. Estate Planning

III. Review, revisions and approval of minutes

Motion to approval minutes of July 17th Board Meeting (Spencer/Works) unanimously approved. The Closed Session minutes will be approved at the November meeting.

IV. Financial & Utilization Reports

A. Financial reports presentation and discussion

Donna Kubic reported in Rick's absence. The financial reports were printed out of Quick Books, without Rick Speck's format. Donna reported that patient services were under what was budgeted. **Motion to approve financial statement (Works/ Spencer) unanimously approved.**

B. Cash Flow Report

Don Spencer reported on the cash flow report. On Tuesday confirmation was received that BIRHC will receive the \$33,000 from the State of Michigan by the end of the month. This amount is not reflected in the cash flow chart. At the end of the year, if projections are correct, we will be ahead by \$48,000, but in November of last year we borrowed \$50,000. If we pay back the \$50,000, we will start the fiscal year in the hole by \$2,000. The finance committee suggested the \$50,000 be paid back as we can borrow again from the Special

Projects Fund if needed. At this time there is no guarantee that the state money will be available in the future.

V. Committee Reports

A. Resource Development

Sandy Birdsall informed the Board that Ted Hughes would sponsor a seminar on October 9th at the Community Center on Estate Planning from 10AM -12 noon. Mr. Hughes will cover Trusts, Estate Planning, Charitable Giving, and Power of Attorney for Health Care and Finances. **Motion to co sponsor the seminar (Martin/Keyes) unanimously approved.**

John Works spoke about the Golf Tournament that raised about \$8,000, an increase over last year. Both on and off island individuals and businesses donated many gifts. Thanks to all who were involved. The Shamrock restaurant donated all the food, sponsored a team and sponsored a hole. Island Airways donated many round trip tickets and sponsored a team and the Boat Company donated tickets.

Connie reported on the car raffle where 394 tickets were sold and an extra \$400.00 donated. Don Spencer thanked John Works as did all board members for all his hard work organizing the golf tournament. Connie also thanked Sally Lounsberry, Adam Richards, Lenor Jacobson, and Joe Reed for their help. Don applauded Connie for her dedication and commitment to the success of the raffle.

John Martin, Anne Glendon and Donna Kubic met with Krys Lyle. Their recommendations are as follows: to hire Krys as an independent contractor to develop a BIRHC donor data base and supporting material for fund raising after consultation with Northern; and to have Krys pursue a BCBS grant that is available to increase access to care if the MOU with Northern is approved.

John Works suggested that it was premature to hire some one at this time. He stated that the Board might want to go through a more professional process before hiring. Don mentioned the importance of developing an outside resource under contract to do BIRHC's fund development. Terry will find out what donor databases NMRH and the Charlevoix County Community Foundation are using for the November board meeting and the costs of those programs. The board agreed that, before hiring Krys it needs to discuss a comprehensive fundraising plan. John Martin talked about the importance of face-to-face solicitation. John Martin thought the Board should have a special meeting to discuss an over all plan for future fund raising. **Motion to proceed with a special Fundraising Development Meeting, November 20th, time to be determined by an outside person who may be attending the meeting (Spencer/Works) unanimously approved.** John Martin would like to postpone any recommendations for hiring a contract person until after the meeting.

B. Building Maintenance

Denny Cook reported for the Building Maintenance Committee. Darrel Butler fixed the generator and emptied the septic system donating his time for both jobs. Donna and Denny will be meeting with the new Charlevoix County Chapter 7 Emergency Services Director, Greg Williams, to see if the Health Center may be eligible for grant money for a new generator.

John Works suggested approaching the township to hire Darrel to be the Health Center maintenance person. Pete will approach the townships to see what the cost would be and if this would be allowed.

After discussion regarding the Shingles vaccine, Sandy indicated she would call the Health Department concerning the reasons that the vaccine is not widely available on Beaver Island as it is in other areas of Charlevoix County. John Martin agreed that it was important for Sandy to follow up with the Health Department to try and get services available here.

C. Finance Committee

Addressed earlier in the meeting

D. Medical Services and Quality Assessment

Did not meet

E. Task Force

Donna Kubic reported a copy of a revised Memorandum of Understanding was received this morning from Jim Flikema and will be forwarded to Webb Martin.

VI. Operations Report

A. Summary of Activities, Statistics

See attached report

VII. Old Business

A. Use of Building Maintenance Funds

Defer any decision to the November Board Meeting to see where we stand.

B. Estate Planning

Discussed earlier in the meeting

VIII. New Business

A. Peaine Township vote for maximum of two mills

Don Spencer informed the Board the cash flow chart would be mailed to the Peaine Township officials prior to the Special Meeting on September 22nd. Board members were encouraged to attend the meeting to show support for passing the maximum of two mills. In anticipation Don passed out points for discussion (copy attached). The board agreed that the new specialists' services available at the Health Center should be emphasized at the Peaine meeting. Sandy volunteered to write up arguments for levying the maximum of 2 mills.

IX. Public Comment

There was no public comment

X. Closed session to discuss Personnel Matter

12:25 PM Motion to move into closed session to discuss contract negotiations.

(Spencer/Grassmick) Role call, Sandy Birdsall, yes, Denny Cook, yes, Carol Gillespie, yes, Terry Keyes, yes, Pete LoDico, yes, John Martin, yes, Don Spencer, yes, Connie Wojan, yes.

Open session resumed at 12:40 PM

Motion to renew Dr. White's contact beginning March 2011 under the same terms (Keyes/Spencer) unanimously approved.

XI. Adjournment

Motion to adjourn (Keyes/Gillespie) at 12:50 PM.

Respectfully submitted,

Connie Wojan, President

Sandra Birdsall, Secretary

Donna Kubic, Managing Director

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September 18 board meeting Operations Report

Adam e mailed me saying he and his family was off island and he couldn't attend the board meeting today.

According to the charge and encounter comparisons year to date we are down 150 encounters and \$13,743 billed out.

Terry Keyes's daughter in law is an x ray technician, and has agreed to spend a long weekend at the Health Center instructing the care providers on more difficult x rays.

Thanks again to Dr. Grassmick for getting the I Stat finger poke machine for the Marathon race and carrying a pager in case we needed additional help at the clinic. Sue and I hung out at the clinic with no patients having to be seen.

The \$2,897 which is part of the restricted funds was donated by a unanimous donor and left up to my discretion as to how to use it. I have been saving it for a rainy day and have contacted the person who donated the monies and explained what my plans were. Cathy Garland is currently taking a certified nurse aid class at Grandvue. This money will pay for her class, lodging and air fair. It is a 2 ½ week program which will allow her to take the State of Michigan test and receive her Certified Nursing Assistant certification license. My plans are to use Cathy in the Senior Help Mate program, but also in our Hospice Program which at the present time we do not have a nursing assistant. Yesterday I was informed by CMS that Beaver Island has qualified as a home health shortage area, which makes the clinic eligible for payment for visiting nursing services. The representative I have been dealing with from CMS contacted the State Health Department and the State of Michigan has given their approval. There are no other health shortage areas' in Michigan.

The clinic may be reimbursed for visiting nurse services furnished to Medicare patients if it is located in an area CMS has determined to have a shortage of home health agencies. CMS considers that a shortage of home health agencies exists if an RHC is located in a county, parish or similar geographic area in which:

- There is no participating home health agency under Medicare; or
- Adequate home health services are not available to clinic or center patients even though a participating home health agency is in the area;
- Has patients whose homes are not within the area serviced by a participating home health agency; or
- Have patients, whose homes are not within a reasonable traveling distance, considering the area's climate and terrain, to a participating home health agency.

An RHC which believes that its area meets these conditions and wishes to offer visiting nurse services must make a written request to the State Agency along with written justification that the area it serves meets one of the above conditions. The State Agency decides whether the clinic qualifies to offer this benefit.

Christine Davidson -Centers for Medicare & Medicaid Services (CMS) did the leg work for me and called yesterday to let me know, CMS and that State approved the designation. So when a person is discharged from a hospital and the discharge planner asks if we have visiting nursing on Beaver Island – the answer now is yes. We now have the designation of a home health shortage area. Cathy would be available to assist with home visits for home health care. The Clinic is now eligible for payment for visiting nursing services. There are currently no designated home health shortage areas in Michigan so the process was somewhat new

I had a meeting with Jack Messer, Executive Director of the Commission on Aging. Jack would like to attend the November Board Meeting. The COA is working on a contract which I will be sending to Webb, I have a copy if anyone would like to see it will be presented to Mr. Jarema for approval. This contract will allow the COA to contract with the Health Center for services provided on the mainland by the Health Department, namely med management and foot care. Also if their recertification nurse is unable to come to the island to recertify a client for COA, Sue, Chris or I would be able to do it.

A writer from the associated press will be visiting the island in October doing an article on how technology has benefited the Health Center. She is also very interested in the Circle of Strength support group and I will demonstrate how the group interacts with Charlevoix's support group via REMEC. She will also be visiting other organizations besides the clinic.

Darrel Butler has repaired the generator and emptied out the septic system, at no charge.

I gave a tour to the Sister's who visited the island in conjunction with the Catholic Church's 150 year celebration. Some of them have not been back to the island for 40 years. I received a very nice thank you from them all. Linda Thiel, is an associate professor at the University of Detroit Mercy, Grand Rapids campus teaches nursing threw around the idea of maybe students doing clinical rotations here. She was impressed with what we do here.

Talk about sue final settlement in closed session

Connie Wojan sold 81 tickets, Pete LoDico 50, McDonough's 29 and Terry 18.

We have received several written thank you letters to staff for services

Yes finally – I spoke with Carol Lutzkannin, Gregg Williams is the new Director and is in the UP. He will be calling me Monday. The next Home Land Security grant monies are due by December 15th.and she said it would give us time to work on it.

Jim Flikema indicated Northern's legal counsel reviewed the Memorandum of Understanding document and he had a few concerns. Jim is trying to track down another format that their legal counsel suggested that might meet both of our respective needs.