

Kalkaska Memorial Health Center Full Authority Board of Trustees Meeting June 22, 2021

Township Appointed Members Present: Nelson “Jerry” Cannon, Garfield Township Representative; Michael Cox, Oliver Township Representative; Gregory Bradley, Clearwater Township Representative; Eric Hendricks, Orange Township Representative; Raymond “Ray” Hoffman (in at 6:04 PM), Coldsprings Township Representative; David Gill, Springfield Township Representative; Bethel Larabee, Excelsior Township Representative; Teresa “Tracy” Nichol, Blue Lake Township Representative; John Rogers, Rapid River Township Representative; Diana Needham, Village of Kalkaska Representative

Members At Large Present: Valerie “Val” Thornburg; Bruce Zenner; Noreen Broering; Robert “Bob” Barr; Kimberly “Kim” Stephens; Melanie Pauch

Members Absent: George “Bud” Banker, Bear Lake Township Representative; Paul Erickson, Boardman Township Representative; Dale De Korne

Staff Members Present: Christine Bissonette; Jeremy Cannon; Daniel Conklin; Andrew Raymond; Kevin Rogols; Teresa Smith

Guests: Karl Klimek; Barb Klimek

TOPIC	SUMMARY	ACTION ASSIGNMENT
Call to Order	Board Chair, Mr. Bruce Zenner called the meeting to order at 6:01 PM in the Dr. William W. Kitti Education Center at the Health Center.	
Consent Agenda	<p><u>Motion was made and duly support to accept the Consent Agenda as presented, which included the minutes from the May 25, 2021, Board of Trustees meeting.</u></p> <p><u>At this time a roll call vote was taken as follows: Mr. Nelson “Jerry” Cannon, yes; Mr. Michael “Mike” Cox, yes; Mr. Gregory “Greg” Bradley, yes; Mr. Eric Hendricks, yes; Mr. David Gill, yes; Ms. Bethel Larabee, yes; Ms. Tracy Nichol, yes; Mr. John Rogers, yes; Ms. Diana Needham, yes; Ms. Valerie “Val” Thornburg; Ms. Noreen Broering, yes; Mr. Robert “Bob” Barr, yes; Ms. Kim Stephens, yes; Ms. Melanie Pauch, yes; Mr. Bruce Zenner, yes. 15 “AYES”, 0 “NAYS”. Motion carried.</u></p>	
Public Comment Regarding Agenda Topics	No public comment was made at this time.	
Board Chair Report Review of At-Large Member Terms	Mr. Zenner reported that a document was included in the packet related to the Member At Large terms, along with township representatives for informational purposes. It was also noted that Mr. Allen Dimon has made the decision to resign from the Board of Trustees at this time. We are awaiting the appointment of a new Kalkaska Township Representative.	
Board Committee Interest & Assignments	Mr. Zenner reported that he would like all members to send him information on their top two committee interests, even if you are already on a board committee.	Board of Trustees are to let Mr. Zenner know their top two choices/interests in board committees.

Township Appointed Members Present: Nelson “Jerry” Cannon, Garfield Township Representative; Michael Cox, Oliver Township Representative; Gregory Bradley, Clearwater Township Representative; Eric Hendricks, Orange Township Representative; Raymond “Ray” Hoffman (in at 6:04 PM), Coldsprings Township Representative; David Gill, Springfield Township Representative; Bethel Larabee, Excelsior Township Representative; Teresa “Tracy” Nichol, Blue Lake Township Representative; John Rogers, Rapid River Township Representative; Diana Needham, Village of Kalkaska Representative

Members At Large Present: Valerie “Val” Thornburg; Bruce Zenner; Noreen Broering; Robert “Bob” Barr; Kimberly “Kim” Stephens; Melanie Pauch

Members Absent: George “Bud” Banker, Bear Lake Township Representative; Paul Erickson, Boardman Township Representative; Dale De Korne

Staff Members Present: Christine Bissonette; Jeremy Cannon; Daniel Conklin; Andrew Raymond; Kevin Rogols; Teresa Smith

Guests: Karl Klimek; Barb Klimek

TOPIC	SUMMARY	ACTION ASSIGNMENT
		Administrative Staff to send out a committee list to all board members, with existing members and the number of openings.
Board Policy – Access to Information	<p>Mr. Zenner opened discussion regarding board members access to information as follows:</p> <ul style="list-style-type: none"> • What’s the process to access information? <ul style="list-style-type: none"> ○ Currently no defined process. • What should the process be? <ul style="list-style-type: none"> ○ Does the question need to be answered immediately or brough back to the board? ○ Who gets the request? <ul style="list-style-type: none"> ▪ Board Chair ▪ President/CEO • Does the Executive Committee have more latitude to ask questions? • Need to decide how we want to handle individual requests. • If a question is asked, does the answer get sent out to the entire board? • Should questions be sent to the appropriate committee? • Should we treat as FOIA request, like the public, so we know how to respond. • Should we create a committee to develop a process? • Could the question be asked during the agenda topic “Open Dialogue from Members”? <ul style="list-style-type: none"> ○ This is a public board. Questions should be asked and answered here. <ul style="list-style-type: none"> ▪ Allow an appropriate time frame to respond. 	Compliance Committee to discuss the development of a proposed policy related to “Board Access to Information”.

Kalkaska Memorial Health Center Full Authority Board of Trustees Meeting June 22, 2021

Township Appointed Members Present: Nelson “Jerry” Cannon, Garfield Township Representative; Michael Cox, Oliver Township Representative; Gregory Bradley, Clearwater Township Representative; Eric Hendricks, Orange Township Representative; Raymond “Ray” Hoffman (in at 6:04 PM), Coldsprings Township Representative; David Gill, Springfield Township Representative; Bethel Larabee, Excelsior Township Representative; Teresa “Tracy” Nichol, Blue Lake Township Representative; John Rogers, Rapid River Township Representative; Diana Needham, Village of Kalkaska Representative

Members At Large Present: Valerie “Val” Thornburg; Bruce Zenner; Noreen Broering; Robert “Bob” Barr; Kimberly “Kim” Stephens; Melanie Pauch

Members Absent: George “Bud” Banker, Bear Lake Township Representative; Paul Erickson, Boardman Township Representative; Dale De Korne

Staff Members Present: Christine Bissonette; Jeremy Cannon; Daniel Conklin; Andrew Raymond; Kevin Rogols; Teresa Smith

Guests: Karl Klimek; Barb Klimek

TOPIC	SUMMARY	ACTION ASSIGNMENT
	<ul style="list-style-type: none"> ▪ Need to consider the context of the question. • Are the questions an informational question and/or decision-making question? • Would this be an appropriate discussion with the Compliance Committee? 	
	<p>At this time a member noted that they would like to revisit the Leadership succession planning, as well as obtain information related to the end date on the current CEO contract.</p>	<p>Place Leadership succession planning on a future board agenda.</p>
<p>Munson Healthcare Update</p>	<p>Mr. Zenner provided the follow update from the most recent Munson Healthcare Board Meeting as follows:</p> <ul style="list-style-type: none"> • Continue to work on consolidation and coordination/standardization – of the physician/hospital organization(s) related to reimbursement contracts. <p>Mr. Zenner thanked the KMHC Senior Leadership Team for their advocacy for our hospital. It is greatly appreciated.</p>	
<p>CEO Report</p> <p>FY 2022 Budget</p> <p>Capital Budget Information</p>	<p>Mr. Rogols noted that the FY 2022 capital budget was provided to the board in April 2021. Members present asked about the ambulance request. It was noted that we have a replacement plan for the ambulances. A new ambulance arrived in May and a request is being made for another new one. An</p>	

Township Appointed Members Present: Nelson “Jerry” Cannon, Garfield Township Representative; Michael Cox, Oliver Township Representative; Gregory Bradley, Clearwater Township Representative; Eric Hendricks, Orange Township Representative; Raymond “Ray” Hoffman (in at 6:04 PM), Coldsprings Township Representative; David Gill, Springfield Township Representative; Bethel Larabee, Excelsior Township Representative; Teresa “Tracy” Nichol, Blue Lake Township Representative; John Rogers, Rapid River Township Representative; Diana Needham, Village of Kalkaska Representative

Members At Large Present: Valerie “Val” Thornburg; Bruce Zenner; Noreen Broering; Robert “Bob” Barr; Kimberly “Kim” Stephens; Melanie Pauch

Members Absent: George “Bud” Banker, Bear Lake Township Representative; Paul Erickson, Boardman Township Representative; Dale De Korne

Staff Members Present: Christine Bissonette; Jeremy Cannon; Daniel Conklin; Andrew Raymond; Kevin Rogols; Teresa Smith

Guests: Karl Klimek; Barb Klimek

TOPIC	SUMMARY	ACTION ASSIGNMENT
	<p>ambulance takes nearly a year to obtain. The department currently has 5 ambulances, plus the leased vehicle from Fife Lake.</p> <p>Mr. Raymond noted that approximately 30% of the FY 2021 capital budget was used. Many items were moved over into the new fiscal year.</p> <p>A member present asked if the design process had begun for the Long-Term Care project. The dollars are being allotted in this budget for the Long-Term Care design.</p> <p><u>Motion was made and duly supported to approve the FY 2022 Capital Budget as presented.</u></p> <p><u>At this time a roll call vote was taken as follows: Mr. Nelson “Jerry” Cannon, yes; Mr. Michael “Mike” Cox, yes; Mr. Gregory “Greg” Bradley, yes; Mr. Eric Hendricks, yes; Mr. Raymond “Ray” Hoffman; Mr. David Gill, yes; Ms. Bethel Larabee, yes; Ms. Tracy Nichol, yes; Mr. John Rogers, yes; Ms. Diana Needham, yes; Ms. Valerie “Val” Thornburg; Ms. Noreen Broering, yes; Mr. Robert “Bob” Barr, yes; Ms. Kim Stephens, yes; Ms. Melanie Pauch, yes; Mr. Bruce Zenner, yes. 16 “AYES”, 0 “NAYS”. Motion carried.</u></p>	
Operating Budget	<p>Mr. Rogols provided the following report:</p> <ul style="list-style-type: none"> • FY 2022 Operating Budget was provided in the May 25, 2021 board meeting packet for review. • The MHC fee negotiation discussions are now complete. <ul style="list-style-type: none"> ○ Agreed to a reduction in the MHC proposed IS fee for this fiscal year. The dollars noted in the budget are accurate. ○ Agreed to an annual increase of 3% for FY 2023, unless there are specific areas of concern. 	

Kalkaska Memorial Health Center Full Authority Board of Trustees Meeting June 22, 2021

Township Appointed Members Present: Nelson “Jerry” Cannon, Garfield Township Representative; Michael Cox, Oliver Township Representative; Gregory Bradley, Clearwater Township Representative; Eric Hendricks, Orange Township Representative; Raymond “Ray” Hoffman (in at 6:04 PM), Coldsprings Township Representative; David Gill, Springfield Township Representative; Bethel Larabee, Excelsior Township Representative; Teresa “Tracy” Nichol, Blue Lake Township Representative; John Rogers, Rapid River Township Representative; Diana Needham, Village of Kalkaska Representative

Members At Large Present: Valerie “Val” Thornburg; Bruce Zenner; Noreen Broering; Robert “Bob” Barr; Kimberly “Kim” Stephens; Melanie Pauch

Members Absent: George “Bud” Banker, Bear Lake Township Representative; Paul Erickson, Boardman Township Representative; Dale De Korne

Staff Members Present: Christine Bissonette; Jeremy Cannon; Daniel Conklin; Andrew Raymond; Kevin Rogols; Teresa Smith

Guests: Karl Klimek; Barb Klimek

TOPIC	SUMMARY	ACTION ASSIGNMENT
	<p><u>Motion was made and duly supported to approve the FY 2022 Operating Budget as presented.</u></p> <p><u>At this time a roll call vote was taken as follows: Mr. Nelson “Jerry” Cannon, yes; Mr. Michael “Mike” Cox, yes; Mr. Gregory “Greg” Bradley, yes; Mr. Eric Hendricks, yes; Mr. Raymond “Ray” Hoffman; Mr. David Gill, yes; Ms. Bethel Larabee, yes; Ms. Tracy Nichol, yes; Mr. John Rogers, yes; Ms. Diana Needham, yes; Ms. Valerie “Val” Thornburg; Ms. Noreen Broering, yes; Mr. Robert “Bob” Barr, yes; Ms. Kim Stephens, yes; Ms. Melanie Pauch, yes; Mr. Bruce Zenner, yes. 16 “AYES”, 0 “NAYS”. Motion carried.</u></p> <p>Mr. Rogols noted that the draft goals and objectives for FY 2022 have been developed and will be presented at the July board meeting.</p>	<p>Place the draft Goals & Objectives for FY 2022 on the July board agenda.</p>
<p>Pandemic Update</p>	<p>Mr. Rogols provided the information related to the pandemic as follows:</p> <ul style="list-style-type: none"> • Things are starting to return to normal. • 14-day average for COVID is 1.7%, 19 points lower than a few months ago. • 27cases per 100,000 • Northern Michigan vaccination rate is at approximately 50% <ul style="list-style-type: none"> ○ Kalkaska County’s vaccination rate is 47.5%. Around 7th place for District Health Department #10. • MI OSHA is following the guidelines established by the national OSHA group. <ul style="list-style-type: none"> ○ Hospitals are required to continue to mask in all patient care areas. <ul style="list-style-type: none"> ▪ Legal will be providing an update on the guidelines tomorrow at a system meeting. 	

Kalkaska Memorial Health Center Full Authority Board of Trustees Meeting June 22, 2021

Township Appointed Members Present: Nelson “Jerry” Cannon, Garfield Township Representative; Michael Cox, Oliver Township Representative; Gregory Bradley, Clearwater Township Representative; Eric Hendricks, Orange Township Representative; Raymond “Ray” Hoffman (in at 6:04 PM), Coldsprings Township Representative; David Gill, Springfield Township Representative; Bethel Larabee, Excelsior Township Representative; Teresa “Tracy” Nichol, Blue Lake Township Representative; John Rogers, Rapid River Township Representative; Diana Needham, Village of Kalkaska Representative

Members At Large Present: Valerie “Val” Thornburg; Bruce Zenner; Noreen Broering; Robert “Bob” Barr; Kimberly “Kim” Stephens; Melanie Pauch

Members Absent: George “Bud” Banker, Bear Lake Township Representative; Paul Erickson, Boardman Township Representative; Dale De Korne

Staff Members Present: Christine Bissonette; Jeremy Cannon; Daniel Conklin; Andrew Raymond; Kevin Rogols; Teresa Smith

Guests: Karl Klimek; Barb Klimek

TOPIC	SUMMARY	ACTION ASSIGNMENT
Medical Staff Report	Mr. Rogols reported that Dr. Holmes is currently out of the office and unable to attend the meeting this evening. The Medical Staff will now be able to move forward with the development of their new bylaws now that the organizational bylaws are complete. This process will likely take a year.	
Open Dialogue from Members	<p>Mr. Hendricks requested to see the organizational chart, along with salaries and benefits or the management staff. If possible, would like to see the State and National pay for similar positions.</p> <ul style="list-style-type: none"> • Are we paying employees a fair wage? <p>Mr. Rogols noted that a wage analysis is conducted on an annual basis, with the goal to be at the 50th percentile overall and at the 75th percentile for those hard to fill positions.</p>	Mr. Rogols to work on the data as requested noting that with conversion to the new HR information system priority, the reply may take several months to provide.
Public Comment	No public comment was made at this time.	
Upcoming Events/Conferences	<p>Mrs. Ruth Crawford’s Memorial is being held on June 26th at 11:00 AM. Located at the United Methodist Church. A luncheon will follow.</p> <p>The Strawberry Social will be held on Sunday, July 18th on the grounds of the Assisted Living from 11:00 AM – 2:00 PM.</p> <p>The next Board of Trustees meeting will be held on July 27th.</p>	

Kalkaska Memorial Health Center Full Authority Board of Trustees Meeting June 22, 2021

Township Appointed Members Present: Nelson "Jerry" Cannon, Garfield Township Representative; Michael Cox, Oliver Township Representative; Gregory Bradley, Clearwater Township Representative; Eric Hendricks, Orange Township Representative; Raymond "Ray" Hoffman (in at 6:04 PM), Coldsprings Township Representative; David Gill, Springfield Township Representative; Bethel Larabee, Excelsior Township Representative; Teresa "Tracy" Nichol, Blue Lake Township Representative; John Rogers, Rapid River Township Representative; Diana Needham, Village of Kalkaska Representative

Members At Large Present: Valerie "Val" Thornburg; Bruce Zenner; Noreen Broering; Robert "Bob" Barr; Kimberly "Kim" Stephens; Melanie Pauch

Members Absent: George "Bud" Banker, Bear Lake Township Representative; Paul Erickson, Boardman Township Representative; Dale De Korne

Staff Members Present: Christine Bissonette; Jeremy Cannon; Daniel Conklin; Andrew Raymond; Kevin Rogols; Teresa Smith

Guests: Karl Klimek; Barb Klimek

TOPIC	SUMMARY	ACTION ASSIGNMENT
Adjournment	Upon proper motion the meeting was adjourned at 7:07 PM.	

Respectfully submitted,



Teresa L Smith
Board Recording Secretary