

Sunshine Community Health Center

Mission Statement

Sunshine Community Health Center is committed to accessible, proactive, quality health care, promoting community wellness through outreach and education

BOARD OF DIRECTORS MEETING

Tuesday, October 27, 2015 6:30 p.m. Willow Clinic

MINUTES

Administrative Process

- A. Call to Order: 6:33pm
- B. Attendance: David Sutton, Sue Morgan, Richard Burgener, Amanda Simpson, Carla Kelly, Harold Conrad, Billy FitzGerald (via phone)

Absent: Waneta Redmon (excused); Dottie Leonard (resigned)
 - 1. Appointed Timekeeper: Richard Burgener
 - 2. Appointed Minute Taker: Jenise McGraw
 - 3. Staff present: Melody West, Executive Director; Valera Brickel, Finance Director; Stephanie Stanley-Harrell, HR Manager; Bill Frantz, Dental Director; Jenise McGraw, Exec. Adm. to ED
- C. Correspondence: Dottie Leonard's resignation
- D. Persons to be heard: Richard Burgener to discuss conference; Harold Conrad to discuss transportation for seniors to get flu shots
- E. Guest(s): David Porter, BDO Auditors, presenting FY2015 Annual Report; Alex Beckman, will represent BDO for SCHC in the future; Vince Perino, PA-C, new provider for Willow

1. Information Only Items

- 1) **Committee Meeting Reports (10 minutes)**
 - a. **Finance Committee:** Richard Burgener, Chairperson
Time in: Time out:
Finance report reviewed; recommend board approval
Audit reviewed; recommend to board
Carla would like to have more information concerning investments and will investigate socially responsible investor and present finding at the next meeting.

- b. **Advocacy Committee:** Dottie Leonard, Chairperson
Time in: Time out:
- c. **Board Development Committee:** Waneta Redmond, Chairperson
Time in: Time out:
No meeting
Need article reflecting the need for board members for SCHC newsletter and webpage
- d. **Bylaws/Policy Committee:** Richard Burgener, Chairperson
Time in: Time out
No meeting
- e. **PIQARM Committee:** Richard Burgener, Chairperson
Time in: Time out:
September minutes reviewed; recommend board approval
- f. **Transit Committee:** Amanda Simpson, Chairperson
Time in: Time out:
No meeting; meeting in November 19th
- g. **Board Strategic Plan Committee**
Time in: Time out:
Discussed board competency list and team building; Amanda will do a report

2. **New Business (10 minutes)**

- BDO Audit, FY2015 Annual Report
- Increase of two staff credit card limits, a total of \$5000 (Shelis Jorgensen and Kimberly Schlosser)
- Billy Fitzgerald thanks Valera Brickel and team wholeheartedly for their hard work and the BDO Auditors

3. **Old Business (5 minutes)**

- Update on old clinic building – donating to Willow Re-Build Project from Wasilla; documents to be signed November 2nd by a Willow Re-Building Project representative.

4. **Action Items (5 minutes per item)**

- 1) Motion to approve September 2015 meeting minutes

Discussion: Motion made by Amanda Simpson; seconded by Sue Morgan

Call for vote: Approved - Yes Failed - Abstentia

- 2) Motion to approve September 2015 Financial Report

Discussion: Motion made by Harold Conrad; seconded by Amanda Simpson

Call for vote: Approved - Yes Failed - Abstentia -

3) Motion to approve October 2015 Executive Director's Report

Discussion: Report presented to the board for approval; Transit Drug Policy approved by Federal Department of Transportation; Melody West, SCHC Executive Director, will attend the upcoming MCoA (Mat-Su Coalition on Aging) board meeting

Motion made by Amanda Simpson; seconded by Richard Burgener
Richard Burgener also congratulates Valera Brickel and team on the audit.

Call for vote: Approved - Yes Failed - Abstentia -

4) Motion to approve September 2015 PIQARM Report

Discussion: Report brought to the board for approval

Motion made by Richard Burgener; seconded by Amanda Simpson

Call for vote: Approved - Yes Failed - Abstentia -

5) Motion to approve the BDO FY2015 Audit Report

Discussion: Motion made by Harold Conrad; seconded by Richard Burgener

Call for vote: Approved - Yes Failed - Abstentia -

6) Motion to approve the increase of two staff credit card limits, a total of \$5000 (Shelis Jorgensen and Kimberly Schlosser)

Discussion: Motion made by Amanda Simpson; seconded by Richard Burgener

Call for vote: Approved - Yes Failed - Abstentia -

5. Announcements

Upcoming Committee Meetings (provide dates/time/place)

Next BOD Meeting: Tuesday, November 24th, 2015, Talkeetna
Snacks to be provided by David Sutton

a. **Finance Committee:** Tuesday, November 24th , 6:00 p.m., Talkeetna

- b. **Advocacy Committee:** Tuesday, November 24th, 5:00 p.m., Talkeetna
- b. **Board Development Committee:** Monday, November 16th, 3:00 p.m., Willow
- d. **Bylaws/Policy Committee:** TBA
- e. **PIQARM Committee:** Tuesday, November 24th, 5:30 p.m., Talkeetna
- f. **Transit Committee:** Thursday, November 19th, 10:30 a.m., Talkeetna
- g. **Board Strategic Plan Committee:** TBA

Executive Session: In Session: 8:17pm

Session Adjourned: 8:19pm

BoD Meeting Adjourned Time: 8:20pm