

Sunshine Community Health Center

Mission Statement

Sunshine Community Health Center offers accessible, proactive, quality health care regardless of an ability to pay.

BOARD OF DIRECTORS MEETING

Tuesday, November 26, 2013 6:00 p.m. SCHC, Talkeetna

AGENDA

Administrative Process

A. Call to Order: David Sutton, President

B. Attendance: Tom Phillips, Richard Burgener, Sarah Richardson, Kathleen Huston,
David Sutton, Kathy Ernst, Waneta Redmond (by Proxy)

Absent:

1. Appointed Timekeeper: Sarah Richardson
2. Appointed Minute Taker: Kathleen Huston
3. Staff present: Valera Brickel, CFO; Dave Bryant, ED; Melody Palermo, COD;
Jenise McGraw, Administrative Assistant

C. Correspondence: None

1. Information Only Items

1) Committee Meeting Reports

- a. **Finance Committee:** David Sutton, Chairperson
Meeting held asked the board to approve finance report. Motion from Finance Committee to the board to have the budget submitted by April so that the budget can be approved by the end of June.
- b. **Advocacy Committee:** Kathy Ernst, Chairperson
Needs a committee.
- c. **Board Development Committee:** Waneta Redmond, Chairperson
Still needs to meet. Meeting to be announced.

d. **Bylaws/Policy Committee:** Richard Burgener, Chairperson
To get a policy approved has to go through the committee. Would like
to receive the policies signature ready. If the policy is old would like
to see the changes in RED so we can see them.

Meeting December 9th around 4:05 p.m., SCHC, Talkeetna.

e. **PIQARM Committee:** Richard Burgener, Chairperson
Members: Kathy Ernst, Sarah Richardson, Kathleen Huston
Meeting to be held Monday, Dec. 2, 2013, 4:00 p.m., Telephonically
from Willow to Talkeetna

f. **Transit Committee:**

2. **New Business**

1) Assign members to committees
Advocacy Committee: Kathy Ernst Chairperson, Richard Burgener,

Transit Committee: Tom Phillips

2) Conflict of Interest Forms
All continuing board members to sign a Conflict of Interest form annually.
These will be reviewed to confirm those who have and have not signed
the Conflict of Interests forms. Copies to be provided if
needed. Secretary will check to see if there are sign forms in the
files

3. **Old Business**

1) From October minutes
Motion to ratify electronic vote of October 23rd, 2013 approving Bylaws
and Policies as revised **Needs to be run through committee**

4. **Action Items**

1) Motion to approve October meeting minutes

Call for vote: Approved - CARRIES Failed - Abstentia -
Richard made a motion to approve October minutes; seconded by Kathy
Ernst; motion carries

2) Motion to approve October Financial Report

Call for vote: Approved - **YES** Failed - Abstentia -
Tom made motion; seconded by Sarah Richardson

3) Motion to approve November ED Report/Dept. Reports

Call for vote: Approved - Carries Failed - Abstentia -
Tom Phillips and Richard B. made motion to accept report
Discussion on IT report-- about 74% done. Motion carries

4) Tom made a motion and Sara seconds that the Finance Committee have the budget submitted by April so that the budget can be approved by the end of June. After discussion, motion carries

Questions on the Strategic Planning - dates submitted by Susan Neimi; date set for December 14 and 15, 2013 in SCHC, Talkeetna

Chief Operations List Reports

Motion to approve reports by Dr. Hess, Medical Director; Melody Palermo, COD;

Dr. Bill Frantz, DDM. Motion made by Tom Phillips; seconded by Richard Burgener; motion carries

Richard makes a motion to receive the board packet at least a week before the meeting; Kathy Ernst seconds.

Discussion: Richard would like to have the financial report at least a week before and ED's also so he can read it in plenty of time. Dave Bryant would like to discuss this in executive session.

5. **Announcements**

Upcoming Committee Meetings

- a. **Finance Committee:** TBA
Members: Tom Phillip, Sarah Richardson, Richard Burgenen, Kathleen Huston
- b. **Advocacy Committee:** Kathy Ernst, Chairperson
Members:
- c. **Board Development Committee:** Waneta Redmond, Chairperson
Members: Kathleen Huston, Sarah Richardson, Dave Sutton, Tom Phillips
- d. **Bylaws/Policy Committee:** Richard Burgener, Chairperson

Members: Tom Phillips, Dave Sutton

e. **PIQARM Committee:** Richard Burgener, Chairperson
Members: Sarah Richardson, Kathy Ernst, Kathleen Huston

f. **Transit Committee:** Tom Phillips,

NOTICE OF CLINIC CLOSURES

November 28th and 29th - Thanksgiving Holidays

December 11th - All Staff Day

December 20th, closed at 12 noon - Christmas Party, Twister Creek,
Talkeetna

December 24th and 25th - Christmas Holidays

January 1st, 2014 - New Year's Day

Next BOD Meeting - Thursday, December 19th, SCHC, Willow, 6:30 p.m.

Executive Session - Call to order, 7:35 p.m.; adjourned, 9:50 p.m.

Strategic Planning - December 14 and 15, 2013.

Adjournment Time: 10:10 p.m.