

## **Islesboro Health Center Advisory Board**

### **Annual Meeting**

Meeting Minutes  
September 27, 2012

#### **Opening:**

The annual meeting of the HCAB was called to order at 3:40 pm on 09/27/2012 in Town Office by David Runnion-Bareford, vice chair.

#### **Present:**

Maura Michael, Linda Gillies, David Runnion-Bareford. Dr. Steele. Owen Howell, Myra Rolerson, Brenda Thomas ,Gordon Murphy, Jan Harmon, Rhonda Shand, Janet Anderson  
**Absent;** Donna Seymour, Alison Wood

#### **A. Approval of Agenda**

No changes to Agenda as distributed.

#### **B. Approval of Minutes**

The minutes of the previous meeting on 4/12/2012 were unanimously approved as distributed.

#### **C. Physician Assistant Report**

Owen Howell, Health Center Director presented Annual Evaluation. Discussion centered on utilization of services; which reviewed statistics for past fiscal year, services provided, Board review of annual chart audit, Board review of health center policy manual. Discussion of goals.

Board reviewed the Policy Manual and each member signed designated areas and noting policy changes. The Board reviewed the "By-Laws of the Islesboro Health Advisory Board and signed designated areas. Special note of job description changes, manager role now divided due to budgeting being a large part of manager's job.

Annual Evaluation summary passed out and reviewed. A big thanks to Rhonda and Peggy for an A+ visit from RHC survey report. QA/QI showed good numbers, all Board members received charts, copy filed with secretary.

Discussion around August Census, reason for record numbers due to one timers and just a busy month on Island.

The Board appreciates all hard work and dedication put into annual evaluation, a big thanks goes out to the team..

#### **D. Administrator Report**

Janet Anderson explained in further detail the outside transcription company being used. All seems to be working well. This utilization of a backup dictation service is a big help all around.

#### **E. New Business**

New business included nominations of officers. Motion to elect Charlotte Mitchell as Chair, made by Maura, seconded by Jan, all in favor. Motion to elected David Runnion-Bareford as vice-chair, made by Maura, seconded by Jan, all in favor. Postponement of nomination of secretary for further discussion at next meeting.

Nominations to replace George Evans as his term had expired. A thanks to George for his service. Mike Kerr was nominated and name will be submitted to Board of Selectmen.

It was brought to the attention of the Board that a group was interested in starting a hospice volunteer group. Hospice is a special **concept of care** designed to provide comfort and support to patients and their families when a life-limiting illness no longer responds to cure-oriented treatments. Hospice care is provided by a **team-oriented group** of professionals, volunteers and family members. The group initiating this interest is Alison Wood, David Runnion- Bareford, Maura Michael, Kathy Kerr and Wendy Hammett. They are asking HCAB to support a November talk that would be both a Q& A session and brainstorming session on how we can meet this need on the island. The Board proposed a committee assignment be made of David, Kathy, Maura and Brenda. They are in support of sponsoring an informational session.

Discussion moved to November Health talks. Some ideas suggested, dates and locations need to be worked out. By next meeting will have a better idea of topics and venue. Special meeting set for 10/18/2012 @ 3:30pm, town office to discuss further.

#### **F. Old Business**

None Discussed.

**Adjournment:**

Meeting was adjourned at 4:40p by David Runnion-Bareford. The next special meeting will be at 3:30p on 10/18/2012 in Town Office. Then a schedule of regular meetings will follow; 11/15/2012,1/18/2013,3/21/2013,5/16/2013,7/18/2013. The next annual meeting will be 9/19/2013. All will be in town office at 3:30 unless change takes place.

Minutes submitted by:

Maura Michael