



Board Meeting Minutes

November 18, 2010

The Charlevoix County Department of Human Services Board held its regularly scheduled meeting on Thursday, November 18, 2010, at Grandvue Medical Care Facility in East Jordan. The meeting was called to order by Oral Sutliff, Chairperson, at 9:00 a.m. with the following persons also in attendance: Ronald Moore, Board Member; Carl Bloom, Board Member; Joel Evans, Commissioner Liaison; Kevin Evans, Administrator; Amy Mayes, Support Services Director; Bonnie Hughey, Support Services Coordinator; Michael Stephenson, Financial Services Director; Laura Brunmeier, IT Communication Coordinator; and Jane Korthase, Acting Recording Secretary.

Eric Beishlag presented a letter from a Grandvue employee. Mr. Bloom referenced the October 21, 2010, meeting and reminded Mr. Beishlag that the Board will not acknowledge his assertions of representation of Grandvue staff without a formal contractual relationship. Mr. Beishlag questioned the presence of Mr. Moore at the meeting, and Commissioner Evans informed him that Mr. Moore will continue in his role on the DHS Board until a permanent assignment has been made by the Charlevoix County Commissioners.

Amy Mayes discussed several capital expenditures with the Board.

Mr. Bloom moved to accept the proposal to purchase cubicle curtains from Service Care, Inc.; second by Mr. Moore.

Yeas: 3 Nays: 0

Mr. Moore moved to follow the recommendation to purchase table linen from Harbor Linen; second by Mr. Bloom.

Yeas: 3 Nays: 0

Mr. Bloom moved to allow the purchase of table lamps and a sofa from Direct Supply; second by Mr. Moore.

Yeas: 3 Nays: 0

Laura Brunmeier discussed the purchase of new, energy efficient lap top computers. The new computers will also have longer battery life and a 3-year battery warrantee.

Mr. Bloom moved to allow the purchase of the new lap top computers; second by Mr. Moore.

Yeas: 3 Nays: 0

Mr. Moore moved to approve the minutes of the October 21, 2010, meeting; second by Mr. Bloom.

Yeas: 3 Nays: 0

Mr. Bloom moved to approve the minutes of the November 5, 2010, special meeting; second by Mr. Moore.

Yeas: 3 Nays: 0

Mr. Moore moved to approve the Capital Transfer in the amount of \$21,461.45; the regular Memorial Transfer in the amount of \$2575.98; and the special Memorial Transfer in the amount of \$862.06; second by Mr. Bloom.

Yeas: 3 Nays: 0

Mr. Moore moved to allow October bills in the amount of \$734,341.85; second by Mr. Bloom.

Yeas: 3 Nays: 0

Mr. Bloom moved to receive the October 2010 financial statements; second by Mr. Moore.

Yeas: 3 Nays: 0

Administrator Evans presented the Grandvue House Management Policy to the Board for approval. Administrator Evans explained that Grandvue's attorney has stated that any amount paid by the administrator in exchange for living in the Grandvue house is considered "rent" instead of a "benefit." Administrator Evans explained that he will be looking into any past and present taxes that may need to be paid on this rental property.

Mr. Bloom moved to approve the Grandvue House Management Policy; second by Mr. Moore.

Yeas: 3 Nays: 0

The Board reviewed the proposed Budget and Purchasing Policy and after discussion recommended further review after Administrator Evans and Michael Stephenson have made revisions.

Administrator Evans presented the 2011 Draft Budget to the Board.

Mr. Bloom moved to approve the Recommended Budget draft; second by Mr. Moore.

Yeas: 3 Nays: 0

Mr. Moore moved to go into closed session for the purpose of discussing the upcoming wage reopener of the Collective Bargaining Agreement.

Mr. Sutliff: Yea

Mr. Moore: Yea

Mr. Bloom: Yea

Mr. Moore moved to go out of closed session; second by Mr. Bloom.

Yeas: 3 Nays: 0

Mr. Moore moved to accept the recommendation and consensus reached in Closed Session to move ahead with the wage reopener and give Attorney Steve Girard permission to act; second by Mr. Bloom

Yeas: 3 Nays: 0

Mr. Bloom was granted permission from the Board to attend the Grandvue Department Head Meeting to discuss the November 10, 2010, County Commissioners' Meeting.

Director of Nursing Carol Timmer was invited to join the meeting by Board Chair Sutliff who commended her and Administrator Evans for their timely response to a staff concern regarding a resident with dementia. A staff member shared with Board Chair Sutliff that both Administrator Evans and Director of Nursing Timmer reported to the facility during off hours to provide their support and help in the situation.

Administrator Evans discussed the progress of the 501c3 application. The application requires a structure for the 501c3 Board. The application will be processed stating the 501c3 will be managed by a Board of 4-8 members. The DHS Grandvue Board members, County Commissioner Liaison and Administrator will hold five of the positions on the Board. The three open positions will be filled at a later date with members of the community.

Administrator Evans informed the Board of a request made by Litzenberger Place for Grandvue to work with them to incorporate assisted living utilizing their unused units. This is not a project the facility is ready to do with excellence at this time, and the decision was made to move forward with other priority projects including the Grandvue Walking Path in 2011.

The meeting was adjourned at 12:05 p.m.

Respectfully submitted,

Kevin Evans, Recording Secretary

Oral Sutliff, Board Chair

CC: Joel Evans
Bill Denemy
Charlevoix County Clerk