



Board Meeting Minutes

December 16, 2010

The Charlevoix County Department of Human Services Board held its regularly scheduled meeting on Thursday, December 16, 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: Carl Bloom, Board Member; Joel Evans, Commissioner Liaison; Kevin Evans, Administrator; Michael Stephenson, Financial Services Director; Linda Mansfield, Social Services Director; Linda Rasmussen, Surveyor Trainee; Jessica Petit, CNA; and Jane Korthase, Acting Recording Secretary. Absent: John Vron dran, Board Member.

There was no public comment.

Linda Mansfield, Director of Social Work, introduced Linda Rasmussen to the Board. Ms Rasmussen is in the State of Michigan training program to be a member of the Nursing Home Survey Team. Grandvue was selected by the state as an example of an excellent facility to conduct this training. Ms Rasmussen said she has been impressed by Grandvue “on a daily basis.”

Jessica Petit, Grandvue CNA, was introduced to the Board as the recipient of the Grandvue LPN Education Program. The Board signed Ms Petit’s contract.

The Board held the election for officers. Mr. Bloom nominated Mr. Sutliff for Board Chair; second by Mr. Sutliff.

Yeas: 2 Nays: 0

Mr. Sutliff nominated Mr. Bloom for Vice Chair; second by Mr. Bloom.

Yeas: 2 Nays: 0

Mr. Bloom moved to approve the minutes of the November 18, 2010, meeting; second by Mr. Sutliff.

Yeas: 2 Nays: 0

Mr. Bloom moved to approve the closed session minutes of the November 18, 2010, meeting; second by Mr. Sutliff.

Yeas: 2 Nays: 0

Mr. Bloom moved to accept the Capital transfer in the amount of \$56,642.99 and the Memorial transfer in the amount of \$74.96; second by Mr. Sutliff.

Yeas: 2 Nays: 0

Mr. Bloom moved to allow the November bills in the amount of \$373,973.84; second by Mr. Sutliff.

Yeas: 2 Nays: 0

Teri Looze, Tammy DuBois and June Trojanek entered the meeting at 9:15 a.m. Mr. Sutliff, Mr. Bloom and Commissioner Evans presented Mrs. Trojanek with the award for Grandvue's 2010 Employee of the Year.

Mr. Bloom moved to receive the November 2010 financial statements; second by Mr. Sutliff.

Yeas: 2 Nays: 0

Mr. Bloom moved to approve a 2% wage increase for union and nonunion personnel, with the exception of the Administrator, retroactive to November 28, 2010; second by Mr. Sutliff.

Yeas: 2 Nays: 0

Mr. Bloom moved to approve the Budgeting Policy; second by Mr. Sutliff. Michael Stephenson, Financial Services Director, presented a new Statement of Operations format draft that would allow the Board to see the "big picture" on the budget and work in conjunction with the new policy.

Yeas: 2 Nays: 0

Mr. Bloom moved to approve the Certificate of Waiver for Laboratory Testing at Grandvue Medical Care Facility Policy; second by Mr. Sutliff.

Yeas: 2 Nays: 0

Mr. Sutliff stated that the Board would wait to discuss the Administrator's performance evaluation and salary review until the January meeting when all Board members would be present. Mr. Bloom stated the evaluation forms are a good starting point, but he would like to conduct a conversation with the Administrator for goal setting and tie the performance of the facility in accomplishing these goals directly with the performance of the Administrator for evaluation purposes.

The Board reviewed the Department Head Reports. Administrator Evans informed the Board that these reports are unfiltered to provide clear and transparent communication to the Board directly from the individual Department Heads.

The Board discussed icicles and possible future solutions the facility may need to implement.

Administrator Evans informed the Board that he will be speaking at the December 22, 2010, County Commissioners' Meeting.

Administrator Evans informed the Board that work on the 501 (c) 3 is progressing.

The meeting was adjourned at 10:10 a.m.

Respectfully submitted,

Kevin Evans, Recording Secretary

Oral Sutliff, Board Chair

CC: Joel Evans
Bill Denemy
Charlevoix County Clerk