



Board Meeting Minutes

January 20, 2011

The Charlevoix County Department of Human Services Board held its regularly scheduled meeting on Thursday, January 20, 2011, at Grandvue Medical Care Facility in East Jordan. The meeting was called to order by Oral Sutliff, Chairperson, at 9:05 a.m. with the following persons also in attendance: Carl Bloom, Board Member; Ron Moore, Board Member; Joel Evans, Commissioner Liaison; Kevin Evans, Administrator; Michael Stephenson, Financial Services Director; and Jane Korthase, Acting Recording Secretary.

There was no public comment.

Mr. Bloom moved to approve the minutes of the December 16, 2010, meeting; second by Mr. Sutliff. Mr. Moore abstained from the vote because he was not present at the December 16 meeting.

Yeas: 2 Nays: 0 Abstention: 1

Mr. Bloom suggested a permanent addition to the monthly agenda entitled, "Additions/Approval of Agenda." This will allow Board members to add topics to the agenda. Any Grandvue topics from the Administrator or Department Heads added after the Board packets have been mailed will be for Board review only unless the Board elects to act on the item at the current meeting.

Jessica Petit, Grandvue CNA, entered the meeting at 9:10 a.m. Ms Petit had been selected to participate in the Grandvue LPN Education Program, and her contract has been signed. Ms Petit and the Board had their picture taken, and Ms Petit left the meeting at 9:15.

Mr. Bloom moved to accept the Capital transfer in the amount of \$57,697.20 and the Memorial transfer in the amount of \$404.28; second by Mr. Moore.

Yeas: 3 Nays: 0

Mr. Bloom moved to allow the December bills in the amount of \$877,640.93; second by Mr. Moore.

Yeas: 3 Nays: 0

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

Yeas: 3 Nays: 0

Mr. Stephenson and Mrs. Korthase asked to be excused during the Board's discussion of the Administrator's performance and salary review, and permission was granted. The Board requested Administrator Evans to redevelop the current Administrator Evaluation form and email updates to the Board over the next month. The Board will complete the Administrator's performance review in February, evaluating the current status of the facility and plans for the future.

Mr. Moore left the meeting at 10:30 a.m. Mr. Stephenson and Mrs. Korthase returned to the meeting.

Mr. Bloom moved to grant Administrator Evans the 2% wage increase that was granted to all other Grandvue staff members, retroactively effective November 28, 2010; second by Mr. Sutliff. Mr. Bloom stated that a thorough salary survey of similar positions in similar agencies had been conducted in 2010, and he feels such a survey is not necessary every year.

Yeas: 2 Nays: 0

Administrator Evans reviewed his plans for 2011 activities involving out-of-facility education and long term care advocacy at the State level. Administrator Evans explained the constant risk of Grandvue losing its Class 3 status and income losses the facility would incur, which is why involvement at the State level is critical.

The Board reviewed the Rental Agreement as required by policy. Mr. Bloom moved to recommend that after review of the Rental Agreement, the current plan stays as is for another year; second by Mr. Sutliff.

Yeas:2 Nays: 0

The Board reviewed the Department Head Reports. Mr. Stephenson presented an updated budget, reflecting the wage increase for staff and additional information on revenue from taxes and insurance rates.

Mr. Bloom moved to approve the November 18, 2010, budget as amended on January 20, 2011; second by Mr. Sutliff.

Yeas: 2 Nays: 0

Administrator Evans informed the Board that the 501(c)3 information has been submitted and may take 1-3 months for approval. Once incorporated, Administrator Evans will meet with the 501(c)3 Board to ratify the by-laws.

The Board discussed the Grandvue LPN Education Program. Because of current concerns, Mr. Bloom requested that the program be suspended for future students, and the Board requested an evaluation of the program, which would include the facility attorney's review of the current contract.

The Board discussed the Emmet County DHS Board Rules of Procedure. Administrator Evans will develop a draft of a simplified version of the rules for Board review.

Administrator Evans discussed My Inner View, a national research organization that compiles data on family and resident satisfaction, quality measures as well as staff satisfaction data. Grandvue will be using this organization to conduct resident, family and staff satisfaction surveys.

The meeting was adjourned at 11:30 a.m.

Respectfully submitted,

Kevin Evans, Recording Secretary

Oral Sutliff, Board Chair

CC: Joel Evans
Vicki Dahl
Charlevoix County Clerk