



Board Meeting Minutes

February 17, 2011

The Charlevoix County Department of Human Services Board held its regularly scheduled meeting on Thursday, February 17, 2011, 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, Vice Chair; Bill Olstrom, 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.

There were no scheduled presentations.

Mr. Bloom moved to approve the agenda; second by Mr. Olstrom.

Yeas: 3 Nays: 0

Public Act 280 requires an election of officers after each new appointment to the Board. Mr. Olstrom moved to support the current position with Mr. Sutliff as Board Chair and Mr. Bloom as Vice Chair; second by Mr. Bloom.

Yeas: 3 Nays: 0

Mr. Bloom moved to approve the minutes of the January 20, 2011, meeting with correction; second by Mr. Sutliff. Discussion during the approval included Mr. Olstrom requesting discussing the home owned by Grandvue and currently rented by the administrator. It was agreed by the Board to place the home discussion on the March agenda. Vote for approval of the minutes was as follows:

Yeas: 3 Nays: 0

Mr. Bloom moved to accept the Capital transfer in the amount of \$580.00 and the Memorial transfer in the amount of \$112.06; second by Mr. Olstrom.

Yeas: 3 Nays: 0

Mr. Bloom moved to allow the January bills in the amount of \$530,236.17; second by Mr. Olstrom.

Yeas: 3 Nays: 0

Due to the Plante & Moran audit in February, January financials are not yet complete.

Jane Korthase presented a white paper on the Grandvue LPN Education Program. A project team worked with the facility attorney to discuss contract changes and feasibility of continuing the current program. The team's recommendation is to permanently suspend the program by adding no new staff members to the program and make no changes to current contracts. Mr. Bloom moved to support the conclusion presented by the team; second by Mr. Sutliff.

Yeas: 3 Nays: 0

Administrator Evans presented the quarterly fund reports for the endowments managed by the Charlevoix County Community foundation.

Administrator Evans informed the Board that Linda Mansfield, Social Work Director, is managing a grant request to the Charlevoix County Community Foundation to fund construction documents for the Grandvue Terrace and Recreation Park (formerly known as the walking path).

Mr. Bloom suggested that all Grandvue Department Heads attend Board meetings when available to answer questions and present the highlights of department head reports to the Board. Mr. Olstrom concurred stating that this will help the Board members stay informed so they can more effectively act in their roles as liaisons to the community and ambassadors of support to the facility.

Administrator Evans presented the updated draft for the Administrator's Evaluation form. The Board agreed to utilize the updated format for the next six months. Administrator Evans will complete the form and review the tactical items and metrics with the Board at the March meeting.

The Board discussed the Department Head Reports. Jane Korthase distributed information on employee turnover, wages and benefits, and chain of command. Mike Stephenson presented an updated on the recent audit. The Board discussed dates and times for the audit presentation by Plante & Moran.

Mr. Sutliff commented on the Social Work and Admission Board Report statement that 22 referrals were turned away in January. To his knowledge, this is a record number. Administrator Evans stated that for the first time in 5 ½ years the facility has been at or above the budgeted census 100% of the time, showing that: Grandvue is a provider of choice; Melissa Holbrook, Admission Coordinator, is representing the facility well in the community; and the interdisciplinary team has greatly streamlined the admission process.

Mr. Sutliff also commented on the evaluation of Grandvue's Nurse Aide Training Program presented in the Nursing Board Report. State passing average for the clinical exam is 73% and the passing average for the knowledge exam is 95%. Graduates of Grandvue's training program averaged 85% for the clinical exam in 2010 and 100% for

the knowledge exam. Mr. Sutliff extended his congratulations to Paula Miller and Cindy Bolt, Education Coordinators, for their outstanding results.

Mr. Bloom commented on the Human Resource Board Report and congratulated Administrator Evans for the statewide recognition achieved in winning the Aging Services of Michigan Leadership in Action Award. The award ceremony will take place in May.

Administrator Evans informed the Board that the 501 (c) 3 is moving forward. Grandvue has been authorized to get an employer ID number, and the next step will be finalizing the articles of incorporation to continue the application process.

The meeting was adjourned at 10:55 a.m.

Respectfully submitted,

Kevin Evans, Recording Secretary

Oral Sutliff, Board Chair

CC: Joel Evans
Vicki Dahl
Charlevoix County Clerk