



## **Board Meeting Minutes**

**March 17, 2011**

**The Charlevoix County Department of Human Services Board held its regularly scheduled meeting on Thursday, March 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; Linda Mansfield, Social Work Director; Mary Stahl, Activity Director; Carol Timmer, Director of Nursing; Carl Olstrom, Maintenance Supervisor; and Jane Korthase, Acting Recording Secretary.**

There was no public comment.

There were no scheduled presentations.

Mr. Bloom moved to approve the agenda with the addition of February 2011 financials; second by Mr. B. Olstrom.

Yeas: 3      Nays: 0

Mr. Bloom moved to approve the minutes of the February 17, 2011, meeting; second by Mr. B. Olstrom.

Yeas: 3      Nays: 0

Mr. Bloom moved to accept the Capital transfer in the amount of \$20,259.87 and the Memorial transfer in the amount of \$349.20; second by Mr. B. Olstrom.

Yeas: 3      Nays: 0

Mr. Bloom moved to allow the February bills in the amount of \$605,393.68; second by Mr. B. Olstrom.

Yeas: 3      Nays: 0

Mr. B. Olstrom moved to receive the January and February 2011 financial statements; second by Mr. Bloom.

Yeas: 3      Nays: 0

The Board discussed the use of the house which is owned by Grandvue and is currently rented by Administrator Kevin Evans. Mr. B. Olstrom stated that he did not feel the current rent was sufficient as compared to other homes in the area. Mr. Bloom stated that the Board had viewed rental of the home to be part of the salary and compensation package to the administrator in return for the benefit of having the administrator on site. The Board discussed the long range plan of incorporating the house as an admission/intake office. The Board agreed to continue with the current rental situation of the Grandvue house.

Administrator Evans updated the Board on the progress of the 501(c)3. The application has been received and is being reviewed by the federal government.

Grandvue Department Heads gave reports to the Board. Carol Timmer discussed peer mentoring training that her staff has been receiving. This has enabled CNAs to learn to coach, mentor and buddy with a new CNA. It has been shown to reduce turnover, provide a confidante for new staff, and addresses concerns raised in the 2010 Grandvue Staff Survey. Through this program, CNAs are learning conflict resolution and communication skills.

Carl Olstrom and Linda Mansfield presented an overview of the Grandvue Terrace and Recreation Park. Through a Request for Proposal in 2010, Wade Trim and Mark Robinson were selected to produce preliminary plans for the project. The team would like to continue working with Mark Robinson throughout the project.

Mr. B. Olstrom moved to allow the team to continue working with Wade Trim and Mark Robinson on the Grandvue Terrace and Recreation Park; second by Mr. Bloom.  
Yeas: 3      Nays: 0

Department heads Carol Timmer, Mike Stephenson, Carl Olstrom, Linda Mansfield and Mary Stahl left the meeting at 10:50 a.m.

The meeting resumed at 11:00 a.m.

Administrator Evans presented the updated format of the Annual Administrator's Evaluation. The primary discussion concerned goals and accomplishments to be attained.

Mr. Bloom moved to receive the Administrator's Evaluation with revisions; second by Mr. B. Olstrom.  
Yeas: 3      Nays: 0

The meeting was adjourned at 12:35 p.m.

Respectfully submitted,

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Kevin Evans, Recording Secretary

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Oral Sutliff, Board Chair

CC: Joel Evans  
Vicki Dahl  
Charlevoix County Clerk