



## **Board Meeting Minutes**

**April 21, 2011**

**The Charlevoix County Department of Human Services Board held its regularly scheduled meeting on Thursday, April 21, 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 presented an addition to the agenda: Discussion of Presentation of 2010 Annual Audit.

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

Yeas: 3      Nays: 0

Mr. B. Olstrom moved to accept the Capital transfer in the amount of \$12184.12 and the Memorial transfer in the amount of \$2402.92; second by Mr. Bloom.

Yeas: 3      Nays: 0

Mr. Bloom moved to allow the March bills in the amount of \$741,669.75; second by Mr. B. Olstrom.

Yeas: 3      Nays: 0

Mr. B. Olstrom moved to receive the March 2011 financial statements; second by Mr. Bloom.

Yeas: 3      Nays: 0

Administrator Evans presented an update on the funds managed by the Charlevoix County Community Foundation for Grandvue. Mr. Bloom moved to spend the \$2500 income distribution from the Joan R. and Charles M. Taylor, II, Memorial Endowment on further Eden and Alzheimer's education for staff; second by Mr. B. Olstrom.

Yeas: 3      Nays: 0

Mr. Bloom moved to reinvest the \$250 income distribution from the Grandvue Endowment Fund with the fund's principal; second by Mr. B. Olstrom.

Yeas: 3      Nays: 0

The Board discussed the Plante & Moran presentation of the Grandvue annual audit. The audit was held on March 21, 2011, at the Charlevoix/Emmet/Antrim County DHS Board meeting. Mr. Bloom wanted the minutes to reflect that the audit was presented in Petoskey to accommodate the schedule of the chief auditor and to expedite the distribution of Grandvue's annual report. Any member of the community can receive a copy of the audit and is welcome to come to a future Board meeting to discuss.

The Board discussed a letter given to them by Administrator Evans.

The Board determined there was no need to discuss the Certificate of Need process at this time.

Department Head reports were given. Carl Olstrom presented a proposal to purchase a new ice machine that would have greater production capability and save on water. Mr. B. Olstrom moved to approve the purchase of the new ice machine; second by Mr. Bloom.

Yeas: 3      Nays: 0

Carol Timmer informed the Board that nursing and CNA staffing at the facility is not a challenge at this time.

Linda Mansfield updated the Board on the Social Work Department's upcoming "Making a Difference" education series for all Grandvue staff.

The Board commended the Administrative team for overcoming staffing challenges in 2010 and still performing well as evidenced by the 2010 audit.

The meeting was adjourned at 11:10 a.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