



## **Board Meeting Minutes**

**May 26, 2011**

**The Charlevoix County Department of Human Services Board held its regularly scheduled meeting on Thursday, May 26, 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; Mary Stahl, Activity Director; Carl Olstrom, Maintenance Supervisor; Steve Girard, Facility Attorney; Judith Martin, NHA; and Jane Korthase, Acting Recording Secretary.**

There was no public comment.

There were no scheduled presentations.

Administrator Evans presented an addition to the agenda: Approval of the Minutes of the May 20, 2011, Special Meeting and Closed Session.

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

Yeas: 3      Nays: 0

Mr. Bloom moved to approve the minutes from the April 21 regular meeting, the May 20 special meeting and the May 20 closed session; second by Mr. B. Olstrom

Yeas: 3      Nays: 0

Mr. Bloom moved to accept the Capital transfer in the amount of \$36,684.95 and the Memorial transfer in the amount of \$202.00; second by Mr. B. Olstrom.

Yeas: 3      Nays: 0

Mr. B. Olstrom moved to allow the April bills in the amount of \$595,496.15; second by Mr. Bloom.

Yeas: 3      Nays: 0

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

Yeas: 3      Nays: 0

Administrator Evans presented a Grant Agreement from the Charlevoix County Community Foundation for \$11,000 for the purpose of purchasing architectural drawings for the Grandvue Terrace and Recreation Park. Mr. Bloom moved to accept the grant agreement; second by Mr. B. Olstrom

Yeas: 3      Nays: 0

Administrator Evans signed the Grant Agreement.

Administrator Evans presented a letter of resignation from his position of administrator, effective May 26, 2011, with ninety days notice as required by contract. Mr. Bloom moved to accept Administrator Evans' resignation; second by Mr. Sutliff.

Yeas: 3      Nays: 0

Grandvue Board Attorney Steve Girard presented a Resignation and Release Agreement allowing the Board to release Administrator Evans from his duties as administrator following his duties on June 2, 2011. Mr. Girard stated that the administrator's rental agreement is covered under a separate contract. Mr. B. Olstrom moved to accept the Employee Resignation and Release Agreement; second by Mr. Bloom.

Yeas: 3      Nays: 0

Administrator Evans introduced Judith Martin, NHA, as a recommended candidate for interim administrator. Ms Martin is an experienced County Medical Care Facility nursing home administrator, and contracts through the Paradigm Consortium. By law, the facility must have a licensed nursing home administrator.

Mr. Bloom moved to support and enter into an agreement with Judith Martin through the Paradigm Consortium as interim administrator; second by Mr. B. Olstrom.

Yeas: 3      Nays: 0

The Board will have a special meeting on Tuesday, May 31, 2011, to meet with Don Hall of the Paradigm Consortium to hear his proposal regarding recruitment and hiring for the new Grandvue administrator.

Mr. Girard left the meeting at 10:20 a.m.

The Board discussed ways to ease the transition and support Grandvue staff.

Mr. Bloom moved to accept the Charlevoix County Department of Human Services Board Rules of Procedure; second by Mr. B. Olstrom.

Yeas: 3      Nays: 0

The Board signed the Charlevoix County Department of Human Services Board Rules of Procedure.

The Board reviewed the Department Head reports. Mary Stahl reported that the staff and residents will be participating in four community parades this summer. Carl Olstrom reported that the new ice machine has been installed and is outperforming expectations.

The meeting was adjourned at 10:30 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