



**Board Meeting Minutes
August 18, 2011**

The Charlevoix County Department of Human Services Board held its regularly scheduled meeting on Thursday, August 18, 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; Carol Timmer, Administrator; Mike Stephenson, Financial Services Director; Amy Mayes, Support Services Director; Mary Stahl, Activity Director; and Jane Korthase, Acting Recording Secretary.

There was no public comment.

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

Yeas: 3 Nays: 0

Mrs. Timmer asked to add the topic of supervisory roles and family relationships in conjunction with the interim assistant director of nursing position to the agenda. Mr. Bloom moved to allow discussion of supervising family members and the interim director of nursing position to the agenda; second by Mr. Olstrom.

Yeas: 3 Nays: 0

Mr. Olstrom moved to approve the July 21, 2011, regular meeting minutes; second by Mr. Sutliff.

Yeas: 2 Nays: 0

Mr. Bloom abstained from the vote as he was not present at the July 21, 2011, meeting.

Mr. Olstrom moved to approve the August 4, 2011, special meeting minutes; second by Mr. Bloom.

Yeas: 3 Nays: 0

The Board reviewed Department Head reports.

Mike Stephenson presented the financial overview.

Mr. Olstrom moved to receive the July financial reports; second by Mr. Bloom.

Yeas: 3 Nays: 0

Mr. Bloom moved to allow the July 2011 bills in the amount of \$599,814.87; second by Mr. Olstrom.

Yeas: 3 Nays: 0

Mr. Bloom moved to approve the capital transfer in the amount of \$17479.20 and the memorial transfer in the amount of \$471.96; second by Mr. Olstrom.

Yeas: 3 Nays: 0

Mrs. Timmer reviewed the Administrator's Report as prepared by Judy Martin, Interim Administrator. She informed the Board that the annual State survey began on Monday, August 15, and is still in progress. The department heads are revising the facility's policy review process. Mrs. Martin performed a review of the 18 current contracts on file, and she has requested additional information where necessary. When updated, the contracts will be brought for the Board's review and approval.

Mrs. Timmer reviewed the facility's Trend Reports prepared by My Innerview, the company that is tracking quality measures and satisfaction surveys for staff and residents of long term care facilities throughout the nation.

Mrs. Timmer discussed the current director of nursing and assistant director of nursing positions with the Board. Irene Paszkowski is the current interim director of nursing, and a formal interview process is scheduled for the DON position. As Ms Paszkowski was formerly filling the role of interim assistant director of nursing, this position is currently vacant pending the formal appointment of the director of nursing.

One candidate who has expressed interest in the interim ADON position has been successful in the role of Compliance RN. This RN's husband is employed by Grandvue as a Lifestyle Facilitator, a position that would fall under the supervision of the ADON. According to Grandvue's Employee Handbook, such a relationship is not possible without Board approval.

Mr. Olstrom moved to allow this RN to serve as interim assistant director of nursing, waiving the family relationship statement in the Employee Handbook, if she is determined to be the person most qualified to fill the role; second by Mr. Bloom.

Yeas: 3 Nays: 0

Meeting adjourned at 10:50 a.m.

Respectfully submitted,

Carol Timmer, Recording Secretary

Oral Sutliff, Board Chair