



**Board Meeting Minutes  
November 17, 2011**

**The Charlevoix County Department of Human Services Board held its regularly scheduled meeting on Thursday, November 17, 2011, at Grandvue Medical Care Facility in East Jordan. The meeting was called to order by Carl Bloom, Acting Chairperson, at 9:00 a.m. with the following persons also in attendance: Bill Olstrom, Board Member; Bob Pawlus, Board Member; Joel Evans, Commissioner Liaison; Carol Timmer, Administrator; Mike Stephenson, Financial Services Director; Amy Mayes, Support Services Director; Mary Stahl, Activity Director; Irene Paszkowski, Director of Nursing; Linda Mansfield, Social Work and Admission Director; Carl Olstrom, Maintenance Director; and Jane Korthase, Acting Recording Secretary. Attorney Steve Girard was also present.**

There was no public comment; however, Mr. Bloom took the opportunity to recognize two members of the community who were present: Oral and Eleanor Sutliff. Mr. Bloom presented a plaque to Mr. Sutliff with gratitude for his seven years of service to the DHS Board.

Mr. B. Olstrom moved to approve the agenda with the addition of the topic of “rental house;” second by Mr. Pawlus.

Yeas: 3      Nays: 0

The election of officers was held.

Mr. B. Olstrom nominated Mr. Bloom for Board Chair; second by Mr. Pawlus.

Yeas: 3      Nays: 0

Mr. Bloom nominated Mr. B. Olstrom for Vice Chair; second by Mr. Pawlus.

Yeas: 3      Nays: 0

Mr. Pawlus was welcomed to the Board and presented an overview of his background.

Mr. B. Olstrom moved to approve the Meeting Minutes dated October 20, 2011; second by Mr. Bloom.

Yeas: 2      Nays: 0 Mr. Pawlus abstained as he was not present at the meeting.

Mr. B. Olstrom moved to approve the October 20, 2011, Closed Session Meeting minutes; second by Mr. Bloom.

Yeas: 2      Nays: 0 Mr. Pawlus abstained as he was not present at the meeting.

The Board discussed the house adjacent to and owned by Grandvue. The Board gave direction to continue to heat the house throughout the winter months and challenged Grandvue staff to find a use for the house and garage. The term "rental" will no longer be used in conjunction with the house.

The Board reviewed and discussed Department Head reports with the Department Heads.

The Board was informed of and invited to upcoming Grandvue events:

- Christmas Open House: Saturday, December 10, 2-3:30 p.m.
- Tree of Stars Memorial Event: Wednesday, December 14, 2:00 p.m.

The Board reviewed policy updates. Mr. B. Olstrom moved to approve updates to the Prevention of Abuse/Mistreatment of Residents policy; second by Mr. Pawlus.

Yeas: 3      Nays: 0

Mike Stephenson presented the financial overview.

Mr. B. Olstrom moved to allow the October 2011 bills in the amount of \$517,881.12; second by Mr. Pawlus.

Yeas: 3      Nays: 0

Mr. B. Olstrom moved to receive the October 2011 Financial Statements; second by Mr. Pawlus.

Yeas: 3      Nays: 0

Mr. B. Olstrom moved to approve the capital transfer in the amount of \$20,623.00 and the memorial transfer in the amount of \$5.96; second by Mr. Pawlus.

Yeas: 3      Nays: 0

Mrs. Timmer reviewed the Administrator's Report with the Board. She reported that the facility is changing the culture of safety with a new program to prevent falls. No deficiencies were noted as a result of the on-site review of Grandvue's Nurse Aide Training Program. The facility's attorneys continue to communicate with Detroit Bio Laboratory concerning a possible HIPAA breach by that firm. She discussed a recent address given to all staff members discussing satisfaction survey results and the facility's financial position.

The Board supported the continuing practice of providing grocery gift cards to Grandvue staff members, and they signed a letter to all staff members.

CNA Margaret Kenney entered the meeting at 10:50 a.m. to invite the Board members to attend the annual staff Christmas party on December 2 at 5:30 p.m. This event is held off site and is funded by employee donations and fund raising efforts. The Board agreed to participate in awarding Grandvue's 2011 Employee of the Year at this event.

Mr. B. Olstrom moved to go into closed session to discuss Collective Bargaining and complaints against administration; second by Mr. Pawlus.

Mr. Bloom: Yea  
Mr. B. Olstrom: Yea  
Mr. Pawlus: Yea

Mr. B. Olstrom moved to return to open session; second by Mr. Pawlus.  
Yeas: 3 Nays 0

The meeting was adjourned at 12:50 p.m.

Respectfully submitted,

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Carol Timmer, Recording Secretary

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Carl Bloom, Board Chair