



**Board Meeting Minutes
March 22, 2012**

The Charlevoix County Department of Human Services Board held its monthly meeting on Thursday, March 22, 2012, at Grandvue Medical Care Facility in East Jordan. The meeting was called to order by Carl Bloom, Chairperson, at 9:00 a.m. with the following persons also in attendance: Bill Olstrom, Vice Chair; Joel Evans, Commissioner Liaison; Carol Timmer, Administrator; Mike Stephenson, Financial Services Director; Irene Paszkowski, Director of Nursing; Amy Mayes, Support Services Director; Linda Mansfield, Social Work Director; Mary Stahl, Activity Director; Carl Olstrom, Maintenance Director; and Jane Korthase, Acting Recording Secretary. Bob Pawlus, Board Member, was not present.

There was no public comment.

Mr. B. Olstrom moved to approve the agenda with the following additions: write off of bad debt, Administrator's report on the recent Legislative Conference, and closed session to discuss attorney's recommendation on pending workers' compensation case; second by Mr. Bloom.

Yeas: 2 Nays: 0

Mr. B. Olstrom moved to approve the March 2, 2012, Special Meeting Minutes; second by Mr. Bloom.

Yeas: 2 Nays: 0

The Department Heads presented their reports. The Board provided direction to the maintenance team to use the recent energy audits as a long term improvement plan, performing as much work in-house as possible and budgeting for larger projects over time.

Mr. B. Olstrom moved to approve the new policy *Relief (or On Call) Positions for CNA's*; changes to the policies *Relief (or On Call) Positions*; *Exposure Control Plan Annual Review with Quality Assurance*, and *Infection Control Relative to Volunteers*; and sunsetting the policy *Glucometer Quality Control Tracking*; second by Mr. Bloom.

Yeas: 2 Nays: 0

Mike Stephenson presented his financial report to the Board and explained the new accounting process incorporating a budgetary goal.

Mr. B. Olstrom moved to approve the February 2012 bills in the amount of \$472,033.02; second by Mr. Bloom
Yeas: 2 Nays: 0

Mr. B. Olstrom moved to receive the February 2012 Financial Statements; second by Mr. Bloom.
Yeas: 2 Nays: 0

There were no Capital or Memorial Transfers.

Mr. B. Olstrom moved to allow the write off of \$143,235.39 in bad debt as recommended by auditors Plante-Moran; second by Mr. Bloom.
Yeas: 2 Nays: 0

Eric Conway of Plante-Moran will be presenting a review of the annual audit with the Board at 1:00 p.m. on April 19, 2012 as part of the April Board meeting.

Mrs. Timmer reviewed her Administrator's Report with the Board. Mrs. Timmer also gave a detailed account of the recent Legislative Conference she attended in Lansing.

Mrs. Timmer reviewed communication from the Charlevoix County Community Foundation regarding spendable income from the facility's endowments managed by the Foundation.

Mr. B. Olstrom moved to approve the reinvestment of the \$150 available in the Grandvue Endowment Fund; second by Mr. Bloom.
Yeas: 2 Nays: 0

Mr. B. Olstrom moved to allow spending the \$2500 available from the Joan R. and Charles M. Taylor, II Memorial Endowment-Grandvue Medical Care Facility Fund for set up costs associated with the Namaste dementia program; second by Mr. Bloom.
Yeas: 2 Nays: 0

Mr. B. Olstrom moved to go into closed session to discuss the attorney's recommendation regarding a worker's compensation claim; second by Mr. Bloom.

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

Mr. B. Olstrom moved to leave closed session; second by Mr. Bloom.
Yeas: 2 Nays: 0

Mr. B. Olstrom moved to accept the recommendation of attorney Mark Williams in the worker's compensation case of Mary Shaver; second by Mr. Bloom
Yeas: 2 Nays: 0

The meeting adjourned at 12:40 p.m.

Respectfully submitted,

Carol Timmer, Recording Secretary
Carl Bloom, Board Chair