



**Board Meeting Minutes
April 19, 2012**

The Charlevoix County Department of Human Services Board held its regularly scheduled meeting on Thursday, April 19, 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; Bob Pawlus, Board Member; Joel Evans, Commissioner Liaison; Carol Timmer, Administrator; Mike Stephenson, Financial Services Director; Amy Mayes, Support Services Director; Linda Mansfield, Social Work Director; Mary Stahl, Activity Director; Carl Olstrom, Maintenance Director; and Jane Korthase, Acting Recording Secretary.

There was no public comment.

Mr. B. Olstrom moved to approve the agenda with the addition of a discussion of facility finances prior to the presentation of the audit; second by Mr. Pawlus.

Yeas: 3 Nays: 0

Mr. B. Olstrom moved to approve the March 22, 2012, Meeting Minutes; second by Mr. Bloom.

Yeas: 2 Nays: 0

Mr. Pawlus abstained as he was not present at the March 22, 2012, meeting.

Mr. B. Olstrom moved to approve the March 22, 2012, Closed Session Meeting Minutes; second by Mr. Bloom.

Yeas: 2 Nays: 0

Mr. Pawlus abstained as he was not present at the March 22, 2012, meeting.

The Department Heads presented their reports.

Mr. B. Olstrom moved to approve changes to the *Credit Card Usage—(VISA Card) Policy*; second by Mr. Pawlus.

Yeas: 3 Nays: 0

Mr. B. Olstrom moved to approve the March 2012 bills in the amount of \$772,416.48; second by Mr. Pawlus.

Yeas: 3 Nays: 0

Mr. Pawlus moved to receive the March 2012 Financial Statements; second by Mr. B. Olstrom.

Yeas: 3 Nays: 0

Mr. B. Olstrom moved to approve the Capital Transfer in the amount of \$5999; second by Mr. Pawlus.

Yeas: 3 Nays: 0

Mrs. Timmer reviewed her Administrator's Report with the Board. The State has cleared the facility of several self-reported incidents. A new eyewash station has been installed and the forklift licensing has been updated as a result of a recent MIOSHA visit. She has implemented a monthly "Conversations with Carol" to discuss current facility issues with staff. Mrs. Timmer will also be participating in a facility nursing task force to study overtime.

The Board discussed the facility's current and projected financial position in preparation for the 2011 audit presentation.

The Board broke for lunch at 12:00 p.m. The dietary consultants served the Board Members and department heads the same meal as the Residents received; and a discussion was held regarding the increased quality of meals and decreased food costs that could be expected with the full implementation of restaurant style dining.

Eric Conway of Plante & Moran joined the meeting at 1:00 p.m. Mr. Conway presented the results of the 2011 financial audit, showing comparisons with prior years and other County Medical Care Facilities.

Mr. Pawlus and Mr. Evans left the meeting at 2:05 p.m.

The meeting adjourned at 2:45 p.m.

Respectfully submitted,

Carol Timmer, Recording Secretary
Carl Bloom, Board Chair