



**Board Meeting Minutes
June 21, 2012**

The Charlevoix County Department of Human Services Board held its regularly scheduled meeting on Thursday, June 21, 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; Irene Paszkowski, Director of Nursing; Amy Mayes, Support Services Director; Mary Stahl, Activity Director; Irene Paszkowski, Director of Nursing; Mike Stephenson, Financial Services Director; and Jane Korthase, Acting Recording Secretary.

There was no public comment.

Mr. B. Olstrom moved to approve the agenda; second by Mr. Pawlus.
Yeas: 3 Nays: 0

Mr. Pawlus moved to approve the May 17, 2012, Meeting Minutes; second by Mr. Bloom.

Yeas: 2 Nays: 0

Mr. B. Olstrom abstained from the vote as he was not present at the May 17, 2012, meeting.

The Department Heads presented their reports. The Board discussed the benefits of having department heads present their reports in person to keep the Board informed so they can in turn present information to the community.

Mrs. Timmer reviewed her Administrator's Report with the Board. Nursing Consultant Anne DuPoint was in the facility in May to perform an on-site assessment of the nursing department. A new suggestion box has been implemented for staff input. An application presenting Grandvue's C.A.R.E. falls reduction plan has been submitted for Long Term Care Living's OPTIMA awards. Falls have been reduced from 32% to 11% since the inception of the C.A.R.E. program.

Mike Stephenson presented the May financial highlights. Mr. B. Olstrom moved to receive the May 2012 Financial Statements; second by Mr. Pawlus.
Yeas: 3 Nays: 0

Mr. Pawlus moved to approve the May 2012 bills in the amount of \$698,864.54; second by Mr. B. Olstrom.

Yeas: 3 Nays: 0

Mr. Pawlus moved to approve the Capital Transfer in the amount of \$13,602.13; second by B. Olstrom.

Yeas: 3 Nays: 0

Mr. B. Olstrom moved to approve the write off of bad debt in the amount of \$4623.25; second by Mr. Pawlus.

Yeas: 3 Nays: 0

Mr. Pawlus moved to approve a capital expenditure exchange within the nursing budget allowing for the purchase of a new tub for Horizonvue A in exchange for postponing the purchase of a second lift with sling in 2012; second by Mr. B. Olstrom.

Yeas: 3 Nays: 0

Mike Stephenson presented an update on Certified Public Expenditure (CPE) funds. The purpose of CPE funding for county-owned facilities is to assure funding for unreimbursed costs incurred for services to Medicaid beneficiaries. This program is retroactive to January 1, 2009, and is subject to annual audit/adjustment. The facility received initial payments of CPE funds in June.

The Board discussed uses of the CPE funds. With imminent changes to funding sources on the horizon for long term care facilities, restructuring operations for maximum efficiency is critical. Mr. Pawlus moved to approve non-budgeted consultation and training expenses of up to \$80,000 for the 2012 budget year to improve operational efficiencies in the facility; second by Mr. B. Olstrom.

Yeas: 3 Nays: 0

CPE funds were not available during contract negotiations last fall; and duration of CPE as a funding source is uncertain. The Board discussed how they could share CPE funds with the staff without incurring an increase in salary costs that would continue in future budget years. Mr. B. Olstrom moved to approve a non-budgeted bonus to Grandvue staff members using the following criteria: Bonus will be available to staff members who were active as of December 31, 2011 and remain active as of June 21, 2012; amount of the bonus will be equal to 2% of each employee's actual gross earnings on all pay types as reported through Grandvue's payroll system for all pay periods which ended in 2011; second by Mr. Pawlus.

Yeas: 3 Nays: 0

The accounting firm of Plante and Moran has recommended that the facility maintain 100 days of operating budget on hand in case of emergency expenditures or interruptions in revenue. Grandvue's "rainy day fund" was greatly depleted with the expansion of the Horizonvue community and the purchase of an upgraded generator. Mr. B. Olstrom moved to authorize the investment of available CPE funds in an appropriate semi-liquid account or accounts, utilizing the guidance of the Charlevoix County Treasurer; second by Mr. Pawlus.

Yeas: 3 Nays: 0

Mr. Bloom shared a letter with the Board and made public his intention not to seek reelection to the Department of Human Services Board.

Mr. Pawlus moved to adjourn the meeting at 1:00 p.m.; second by Mr. B. Olstrom.

Yeas: 3 Nays: 0

Respectfully submitted,

Carol Timmer, Recording Secretary
Carl Bloom, Board Chair