



Board Meeting Minutes August 16, 2012

The Charlevoix County Department of Human Services Board held its regularly scheduled meeting on Thursday, August 16, 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; Jean Johnson, Interim Director of Nursing; Mary Stahl, Activity Director; Linda Mansfield, Social Work and Admission Director; Carl Olstrom, Maintenance Director; 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. B. Olstrom moved to approve the July 19, 2012, Meeting Minutes; second by Mr. Pawlus.
Yeas: 3 Nays: 0

Mr. Pawlus moved to approve the July 19, 2012, Closed Session Meeting Minutes; second by Mr. B. Olstrom.
Yeas: 3 Nays: 0

The Department Heads presented their reports. Mary Stahl expressed appreciation for the large screen television donated by the Stowe family for the Namaste Room.

Mr. B. Olstrom moved to approve the revised *No Smoking* policy; second by Mr. Pawlus.
Yeas: 3 Nays: 0

Mr. Pawlus moved to approve the revised *Wandering/Unaccompanied Exit/Missing Residents* policy; second by Mr. B. Olstrom.
Yeas: 3 Nays: 0

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

Mr. Pawlus moved to approve the July 2012 bills in the amount of \$497,043.85; second by Mr. B. Olstrom.

Yeas: 3 Nays: 0

Mrs. Timmer presented the Administrator's Report. Grandvue is moving forward with both the Namaste Care and Restaurant Style Dining programs. The dining program is currently in Phase II, which involves revising the dining service with a more Edenized/person centered focus. Results are in for Resident, Family and Staff Satisfaction surveys. Overall Resident and Family satisfaction is at 97%; and 98% of those surveyed would recommend Grandvue to others. Overall Employee satisfaction increased from 75% to 78%.

The Board discussed the format for the Administrator's annual evaluation. Mrs. Timmer will prepare a self-evaluation with accomplishments and goals and provide a copy to each Board member one week prior to the September Board meeting. The Board will perform Mrs. Timmer's evaluation as part of the September Board meeting. Mr. B. Olstrom expressed the importance of annual evaluations for all staff members.

The Board reviewed information, correspondence, and the monthly trend reports. Grandvue received a national "Excellence in Action" award from My InnerView based on the results of the 2011 Resident and Family Satisfaction Survey. Grandvue is among the top 10% of long term care facilities in the country to receive this honor.

The Board discussed the search for a new director of nursing. Nursing Consultant Anne DePoint will be collecting resumes and prescreening applicants. The facility is conducting a nationwide search utilizing a variety of online industry resources.

Mr. B. Olstrom moved to adjourn the meeting at 11:20 a.m.; second by Mr. Pawlus.

Yeas: 3 Nays: 0

Respectfully submitted,

Carol Timmer, Recording Secretary
Carl Bloom, Board Chair