



Board Meeting Minutes September 20, 2012

The Charlevoix County Department of Human Services Board held its regularly scheduled meeting on Thursday, September 20, 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; Mary Stahl, Activity Director; Carl Olstrom, Maintenance Director; Mike Stephenson, Financial Services Director; and Jane Korthase, Acting Recording Secretary.

Mr. B. Olstrom presented Mr. Bloom with a plaque and expressed appreciation from the DHS Board for Mr. Bloom's years of dedicated service.

Mr. B. Olstrom moved to approve the agenda with the addition of 1) a motion for approval of a capital expenditure in excess of budgeted amount for computer network switches, 2) a closed session to discuss collective bargaining, and 3) a motion to approve the write off of bad debt; second by Mr. Pawlus.

Yeas: 3 Nays: 0

Mr. Pawlus moved to approve the August 16, 2012, Meeting Minutes; second by Mr. B. Olstrom.

Yeas: 3 Nays: 0

The Department Heads presented their reports.

Mike Stephenson presented the August financial highlights. Mr. B. Olstrom moved to receive the August 2012 Financial Statements; second by Mr. Pawlus.

Yeas: 3 Nays: 0

Mr. B. Olstrom moved to approve the write off of bad debt in the amount of \$24,755.66; second by Mr. Pawlus.

Yeas: 3 Nays: 0

Mr. B. Olstrom moved to approve the August 2012 bills in the amount of \$802,450.41; second by Mr. Pawlus.

Yeas: 3 Nays: 0

Mr. B. Olstrom moved to approve the capital account transfer in the amount of \$21,146.47 and the memorial account transfer in the amount of \$75.00; second by Mr. Pawlus.

Yeas: 3 Nays: 0

Mr. Pawlus moved to approve a capital expenditure in excess of budgeted amount to purchase four switches for the facility's computer network; second by Mr. B. Olstrom.

Yeas: 3 Nays: 0

Mrs. Timmer presented the Administrator's Report. The Namaste program has been open since August 20, and Mrs. Timmer shared success stories with the Board. Restaurant Style Dining is in Phase II, in which nursing task force teams are working to redefine the roles and duties of CNAs. The Lifestyle Facilitators are also working together to revise their roles and job description. The facility has been cleared of all citations.

Mrs. Timmer showed the Board the award the facility received from My InnerView for superior commitment to customer satisfaction. The Board also reviewed the first sample menu that will be in use when restaurant style dining is fully implemented.

Mr. B. Olstrom moved to approve the Holiday Staff Appreciation program utilizing vouchers from Spartan Stores not to exceed \$20 in value for ham or turkey purchases; second by Mr. Pawlus.

Yeas: 3 Nays: 0

Mr. B. Olstrom moved to go into closed session at 11:10 a.m. for the purpose of discussing upcoming collective bargaining; second by Mr. Pawlus.

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

Mr. B. Olstrom moved to return to open session at 11:40 a.m.; second by Mr. Pawlus.

Yeas: 3 Nays: 0

Mr. Pawlus moved to hold a special Board meeting for the purposes of collective bargaining preparation at 9:00 a.m. on Tuesday, October 9; second by Mr. B. Olstrom.

Yeas: 3 Nays: 0

Mr. B. Olstrom will represent the Board at collective bargaining meetings. Bargaining dates have been established as October 12, October 24, and November 13.

Mr. B. Olstrom moved to go into closed session at 11:40 a.m. at the request of Carol Timmer for the purpose of performing the annual administrator's performance evaluation; second by Mr. Pawlus.

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

Mr. Pawlus moved to return to open session at 1:00 p.m.; second by Mr. B. Olstrom.

Yeas: 3

Nays: 0

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

Yeas: 3

Nays: 0

Respectfully submitted,

Carol Timmer, Recording Secretary

Carl Bloom, Board Chair