



Board Meeting Minutes November 13, 2012

The Charlevoix County Department of Human Services Board held its regular monthly meeting on Tuesday, November 13, 2012, at Grandvue Medical Care Facility in East Jordan. The meeting was called to order by Bill Olstrom, Acting Chairperson, at 9:00 a.m. with the following persons also in attendance: Bob Pawlus, Board Member; Oral Sutliff, Board Member; Joel Evans, Commissioner Liaison; Carol Timmer, Administrator; Mike Stephenson, Financial Services Director; Jean Johnson, Interim Director of Nursing; Carl Olstrom, Maintenance Director; Mary Stahl, Activity Director; Linda Mansfield, Social Work and Admissions Director; Bonnie Hughey, Housekeeping and Laundry Director; Andy Carlson, Dining Services Director; and Jane Korthase, Acting Recording Secretary.

There was no public comment.

Mr. Sutliff moved to elect Mr. B. Olstrom as Board Chair; second by Mr. Pawlus.

Yeas: 3

Nays: 0

Mr. Sutliff moved to elect Mr. Pawlus as Vice Chair; second by Mr. Olstrom.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the agenda with the addition of: capital transfer for new server, bad debt write-off, and private pay rate change; second by Mr. Pawlus

Yeas: 3

Nays: 0

Mr. Pawlus moved to approve the October 18, 2012, meeting minutes; second by Mr. Sutliff.

Yeas: 3

Nays: 0

The department heads presented their reports to the Board.

Mike Stephenson presented the October financial highlights. Mr. Pawlus moved to receive the October financial statements; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mr. Sutliff moved to allow the capital transfer of funds to purchase a new server; second by Mr. Pawlus.

Yeas: 3

Nays: 0

Mr. Pawlus moved to allow the write-off of bad debt in the amount of \$103,350.44; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mr. Sutliff moved to increase the private pay rate amount to \$265 per day with the inclusion of telephone and cable services, effective January 1, 2013; second by Mr. Pawlus.

Yeas: 3

Nays: 0

Mr. Sutliff to approve the October bills in the amount of \$612,788.22; second by Mr. Pawlus.

Yeas: 3

Nays: 0

Mr. Pawlus moved to approve the capital transfer in the amount of \$34,060.94; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mrs. Timmer presented her Administrator's Report. The facility completed its annual survey by the State in October. Four facility-reported incidents were investigated and closed by the State. The facility has contracted the services of Registered Dietitian Pamela Webster to oversee compliance with dietary guidelines. Mrs. Timmer has been presenting the restructuring plans to small groups throughout the facility.

The Board discussed delays in construction and implementation of the restaurant style dining program and confirmed commitment to the plan's benefits for the Residents of Grandvue.

Mr. Pawlus moved to adjourn the meeting at 12:15 p.m.; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Respectfully submitted,

Carol Timmer, Recording Secretary
Bill Olstrom, Board Chair