



**Board Meeting Minutes
December 19, 2012**

The Charlevoix County Department of Human Services Board held its regular monthly meeting on Tuesday, December 19, 2012, at Grandvue Medical Care Facility in East Jordan. The meeting was called to order by Bill Olstrom, Chairperson, at 9:00 a.m. with the following persons also in attendance: Oral Sutliff, Board Member; Joel Evans, Commissioner Liaison; Carol Timmer, Administrator; Jean Johnson, Interim Director of Nursing; Carl Olstrom, Maintenance Director; Mary Stahl, Activity Director; Bonnie Hughey, Housekeeping and Laundry Director; Pam Cousineau, Health Services Administrator; and Jane Korthase, Acting Recording Secretary. Bob Pawlus, Board Member, was absent.

The Board was introduced to Pam Cousineau, Grandvue's Health Services Administrator.

There was no public comment.

Mr. Sutliff moved to approve the agenda as presented; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mr. Sutliff moved to approve the November 13, 2012, meeting minutes; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

The department heads presented their reports to the Board.

Mr. Sutliff moved to approve changes to the following policies: *Resident Centered Narrative Care Planning*; *Wheelchairs and Walkers—Cleaning and Maintenance*; *Documentation: General Guidelines*; and *Multiple Drug Resistant Organisms*; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mrs. Timmer presented the November financial highlights. Mr. Sutliff moved to receive the November financial statements; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mr. Sutliff to approve the November bills in the amount of \$468,418.74; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mr. Sutliff moved to approve the capital transfer in the amount of \$7,635.00; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mrs. Timmer presented her Administrator's Report. Meetings to explain the nursing department restructuring program were held with each department. The meeting for the restaurant style dining plan review in Lansing was successful. Mrs. Timmer is a member of the One Vision: Moving Forward team of statewide long term care professionals who are working with regulators to address and resolve challenges to the implementation of person-centered approaches and culture change within nursing homes.

Mr. Sutliff moved to approve the 2013-2015 Collective Bargaining Agreement between Grandvue and SEIU Healthcare; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

The Board and Administrator signed copies of the contract.

The Board reviewed the 2013 Operational and Capital Budgets. Mr. Sutliff moved to approve the 2013 Operational and Capital Budgets; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mr. B. Olstrom would like the facility to continue the initiative for cost reduction while maintaining high quality care.

Mr. Sutliff moved to adjourn the meeting at 11:00 a.m.; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Respectfully submitted,

Carol Timmer, Recording Secretary
Bill Olstrom, Board Chair