



**Board Meeting Minutes  
January 17, 2013**

The Charlevoix County Department of Human Services Board held its regular monthly meeting on Thursday, January 17, 2013, 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: Bob Pawlus, Vice Chair; Oral Sutliff, Board Member; Joel Evans, Commissioner Liaison; Carol Timmer, Administrator; Carl Olstrom, Maintenance Director; Mary Stahl, Activity Director; Bonnie Hughey, Housekeeping and Laundry Director; Pam Cousineau, Health Services Administrator; Andy Carlson, Dining Services Director; Mike Stephenson, Financial Services Director; Linda Mansfield, Social Work and Admissions Director; and Jane Korthase, Acting Recording Secretary.

There was no public comment.

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

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the December 20, 2012, meeting minutes; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mr. Pawlus abstained as he had not been present for the December 20, 2012, meeting.

The department heads presented their reports to the Board.

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

Yeas: 3

Nays: 0

Mr. Pawlus moved to approve the December bills in the amount of \$629,463.51; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the write-off of bad debt in the amount of \$35,587.00; second by Mr. Pawlus.

Yeas: 3

Nays: 0

Mr. Pawlus moved to approve the capital transfer in the amount of \$74,141.26; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mrs. Timmer presented her Administrator's Report:

- A Facility Reported Incident in December was cleared without a visit from the State.
- Pam Cousineau has been with the facility for 30 days as Health Services Administrator and is a welcome addition.
- Information about QAPI (Quality Assurance and Performance Improvement) was included in the Board packets, and training will be provided to Board members as well as Grandvue staff.
- CNA turnover went down from 16.6% in 2011 to 15.5% in 2012; facility turnover was reduced from 14.2% in 2011 to 11.5% in 2012.
- Grandvue regained a "Quality Star" in the category of Quality Measures due to improvements by the team in MDS Coding and other measures.

At the request of Mrs. Timmer, Mr. Sutliff moved to go into Closed Session at 11:50 a.m. for the purpose of reviewing the Administrator; second by Mr. Pawlus.

Mr. Olstrom: yea

Mr. Pawlus: yea

Mr. Sutliff: yea

Mr. Sutliff moved to return to Open Session at 12:21 p.m.; second by Mr. Pawlus.

Yeas: 3

Nays: 0

Mr. Pawlus moved to accept the Amendment to the Administrator's Contract; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mr. Sutliff moved to adjourn the meeting at 12:27 p.m.; second by Mr. Pawlus.

Yeas: 3

Nays: 0

Respectfully submitted,

Carol Timmer, Recording Secretary  
Bill Olstrom, Board Chair