



**Board Meeting Minutes  
April 25, 2013**

**The Charlevoix County Department of Human Services Board held its monthly meeting on Thursday, April 25, 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; Linda Chew, Compliance RN; Linda Mansfield, Social Work and Admission Director; Carl Olstrom, Maintenance Director; Bonnie Hughey, Housekeeping and Laundry Director; Andy Carlson, Dining Services Director; Pam Cousineau, Health Services Administrator; Diane Kilkenny, Clinical Advisor; and Jane Korthase, Acting Recording Secretary.**

There was no public comment.

Mr. Sutliff moved to approve the agenda with a correction on the date; second by Mr. Pawlus.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the March 28, 2013, meeting minutes; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mr. Pawlus abstained from the vote as he was not present at the meeting.

Mr. Sutliff moved to approve the appointment of Linda Chew, RN, as Corporate Compliance Officer; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mrs. Timmer presented the March financial highlights. Mr. Sutliff moved to receive the February financial statements; second by Pawlus.

Yeas: 3

Nays: 0

Mr. Pawlus moved to approve the March bills in the amount of \$519,865.45; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mrs. Timmer presented her Administrator's Report:

- There were no facility reported incidents in the month of March
- Mike Greer, CFO from Bay Bluffs, continues to assist with financial reporting while the facility is searching for a new Financial Services Director
- Mrs. Timmer continues to hold regular meetings with the business office staff
- The Leadership team is organizing "31 Days of Appreciation" for staff in the month of May
- Mrs. Timmer continues to work with attorney Joe Lucas in organizing the facility's 501(c)3

The Board will hold a special meeting on Wednesday, May 1, at 12:00 p.m. with representatives of Plante & Moran to discuss the facility's audit.

The meeting was adjourned at 11:05 a.m.

Respectfully submitted,

Carol Timmer, Recording Secretary  
Bill Olstrom, Board Chair