



**Board Meeting Minutes  
May 16, 2013**

**The Charlevoix County Department of Human Services Board held its monthly meeting on Thursday, May 16, 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; Mary Stahl, Activity Director; Diane Kilkenny, Clinical Advisor; and Jane Korthase, Acting Recording Secretary. Maureen Radke of the Charlevoix County Community Foundation was also present.**

Maureen Radke presented a check and congratulated the Grandvue Board and staff for receiving \$10,000 in grant funds and private donations through the Charlevoix County Community Foundation. These funds will be used toward the purchase of a new van for Resident transportation. Over the years, Grandvue has benefited from the receipt of \$51,000 in grant funds awarded through the Community Foundation.

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

Yeas: 3

Nays: 0

Mr. Pawlus moved to approve the April 25, 2013, meeting minutes; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mr. Pawlus moved to approve the May 1, 2013, Special Meeting minutes; second by Mr. Sutliff.

Yeas: 3

Nays: 0

The Department Heads presented their reports. Mary Stahl reported the loss of Grandvue's Auxiliary President, Ardith Hawley, who passed away this week. Her dedication to the Residents of Grandvue and her many years of service are greatly appreciated. Carl Olstrom and the Board discussed the heating, electrical and gas systems in use by the facility.

Mr. Sutliff moved to receive the April financial reports; second by Mr. Pawlus.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the April bills in the amount of \$540,317.84; second by Mr. Pawlus.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve two capital transfers in the amounts of \$3092.61 and \$48,067.87; second by Mr. Pawlus.

Yeas: 3

Nays: 0

Mrs. Timmer presented her Administrator's Report:

- There was no activity or communication with LARA in April
- Mike Greer, CFO from Bay Bluffs, continues to assist with financial reporting while the facility is searching for a new Financial Services Director. The team will be meeting to plan the next phase in recruitment for a new Financial Services Director
- The facility is pursuing other grants for funding of the van
- Grandvue received the 2013 North Country Community Mental Health's Community Recognition Award

The June 19 DHS meeting for Charlevoix and Emmet Counties will be held at 10:30 a.m. at Grandvue.

The meeting was adjourned at 12:20 p.m.

Respectfully submitted,

Carol Timmer, Recording Secretary  
Bill Olstrom, Board Chair