



**Board Meeting Minutes
July 18, 2013**

The Charlevoix County Department of Human Services Board held its monthly meeting on Thursday, July 18, 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; Andy Carlson, Dining Services Director; Bonnie Hughey, Housekeeping and Laundry Director; Diane Kilkenny, Clinical Advisor; and Jane Korthase, Acting Recording Secretary.

There was no public comment.

Mr. Sutliff moved to approve the agenda with additions: capital and memorial transfers and meeting schedule discussion; second by Mr. Pawlus.

Yeas: 3

Nays: 0

Mr. Pawlus moved to approve the June 20, 2013, meeting minutes with correction; second by Mr. Sutliff.

Yeas: 3

Nays: 0

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

Yeas: 3

Nays: 0

The Department Heads presented their reports.

Mr. Sutliff moved to approve the revision to *Cardio-Pulmonary Resuscitation (CPR) and Use of the Automated External Defibrillator (AED)* policy; second by Mr. Pawlus.

Yeas: 3

Nays: 0

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

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the June bills in the amount of \$605,155.94; second by Mr. Pawlus.

Yeas: 3
Nays: 0

Mr. Pawlus moved to approve the capital transfer in the amounts of \$11,118.00; second by Mr. Sutliff.

Yeas: 3
Nays: 0

Mr. Sutliff moved to approve the Memorial Account transfer in the amount of \$89.99; second by Mr. Pawlus.

Yeas: 3
Nays: 0

The Board discussed changing the Charlevoix County DHS Board Meeting schedule for the remainder of 2013 and decided to continue meeting on the third Thursday of each month.

Landscape architects Mark Robinson and Scot Lautzenheiser presented updated drawings and plans for the Grandvue Terrace and Recreation Park project.

Mrs. Timmer presented her Administrator's Report:

- Restaurant Style Dining is progressing; and the new dining service is scheduled to begin on July 25, 2013.
- A team has been developed to discuss Resident Assistance concerns.
- The Grandvue Foundation Board held its first meeting, and the Grandvue Foundation is now registered as a charitable trust.
- The Great Lakes Energy People Fund awarded Grandvue's grant for \$6,000 for a new Resident transport van.
- Plante & Moran representatives will attend the September Board meeting to discuss the market study review and MERS recommendations.

At the request of Administrator Timmer, Mr. Pawlus moved to go into closed session at 1:34 p.m. to discuss Mrs. Timmer's performance; second by Mr. Sutliff.

Mr. Olstrom: Yea
Mr. Pawlus: Yea
Mr. Sutliff: Yea

The Board resumed open session at 2:52 p.m. Mr. Sutliff moved to renew Administrator Carol Timmer's contract as amended; second by Mr. B. Olstrom.

Yeas: 2
Nays: 0

Mr. Pawlus was not present for the vote.

The meeting was adjourned at 3:02 p.m.

Respectfully submitted,

Carol Timmer, Recording Secretary
Bill Olstrom, Board Chair