



Board Meeting Minutes August 15, 2013

The Charlevoix County Department of Human Services Board held its monthly meeting on Thursday, August 15, 2013, at Grandvue Medical Care Facility in East Jordan. The meeting was called to order by Bob Pawlus, Vice Chair, at 9:00 a.m. with the following persons also in attendance: Oral Sutliff, Board Member; Joel Evans, Commissioner Liaison; Carol Timmer, Administrator; Pam Cousineau, Health Services Administrator; Diane Kilkenny, Clinical Advisor; Linda Chew, Compliance RN; Andy Carlson, Dining Services Director; Carl Olstrom, Maintenance Director; Mary Stahl, Activity Director; and Jane Korthase, Acting Recording Secretary. Bill Olstrom, Board Chair, was absent.

There was no public comment.

Mr. Sutliff moved to approve the agenda with additions: request for capital funds for dining equipment, routine capital funds transfer and motion to support the Eden Alternative; second by Mr. Pawlus.

Yeas: 2

Nays: 0

Mr. Sutliff moved to approve the July 18, 2013, meeting minutes; second by Mr. Pawlus.

Yeas: 2

Nays: 0

Mr. Sutliff moved to approve the July 18, 2013, Closed Session meeting minutes; second by Mr. Pawlus.

Yeas: 2

Nays: 0

The Department Heads presented their reports.

Chef Andy Carlson requested additional funds from the capital account to purchase a display cooler for desserts, a portable cart for additional counter space, and a 10 quart commercial mixer.

Mr. Sutliff moved to approve the \$11,000 dietary purchases with funds from the 2013 Capital Budget; second by Mr. Pawlus.

Yeas: 2

Nays: 0

Linda Chew presented the Compliance Report. She is reviewing the facility's current electronic charting system and analyzing available upgrades.

Mr. Sutliff moved to sunset the *Level of Care Determination* policy; second by Mr. Pawlus.

Yeas: 2

Nays: 0

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

Yeas: 2

Nays: 0

Mr. Sutliff moved to approve the July bills in the amount of \$727,024.09; second by Mr. Pawlus.

Yeas: 2

Nays: 0

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

Yeas: 2

Nays: 0

Mr. Sutliff moved to approve the Capital Account transfer in the amount of \$25,694.78; second by Mr. Pawlus.

Yeas: 2

Nays: 0

Mrs. Timmer presented her Administrator's Report:

- Restaurant Style Dining began on July 25. Residents are very excited about the increased choices, and the facility continues to monitor progress to support staff and Residents through the organizational change.
- For the second year in a row, Grandvue has won the Excellence in Action award from My InnerView recognizing superior Resident satisfaction.
- The leadership team has developed a plan of action to support staff through increased rounding and the use of learning circles.

Mr. Sutliff moved to support recertifying Grandvue as an Eden Alternative facility; second by Mr. Pawlus.

Yeas: 2

Nays: 0

The Board signed a letter of support for the Eden Alternative recertification packet.

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

Respectfully submitted,

Carol Timmer, Recording Secretary
Bill Olstrom, Board Chair