



Board Meeting Minutes September 19, 2013

The Charlevoix County Department of Human Services Board held its monthly meeting on Thursday, September 19, 2013, at Grandvue Medical Care Facility in East Jordan. The meeting was called to order by Bill Olstrom, Board Chair, 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; Pam Cousineau, Health Services Administrator; Diane Kilkenny, Clinical Advisor; Linda Mansfield, Social Work and Admissions Director; Bonnie Hughey, Housekeeping and Laundry Director; Andy Carlson, Dining Services Director; Carl Olstrom, Maintenance Director; Mary Stahl, Activity Director; Steve Hoffman, Financial Services Director; and Jane Korthase, Acting Recording Secretary. George Lasater, Charlevoix County Commissioner and Commissioner Liaison Alternate, was also present.

There was no public comment.

Commissioner Lasater and Steven Hoffman were introduced to the Board and Department Heads.

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

Yeas: 3

Nays: 0

Mr. Pawlus moved to approve the August 15, 2013, meeting minutes; second by Mr. Sutliff.

Yeas: 2

Nays: 0

Mr. B. Olstrom did not vote as he was not present during the August 15, 2013, meeting.

The Department Heads presented their reports.

The facility has “pre-hired” 15 nurse aide trainees who will be offered nurse aide training free of cost starting September 30. Upon successfully completing the course, they will begin paid orientation as nurse aides.

Pam Cousineau presented the Compliance Report. Linda Chew, Compliance RN, has been evaluating the facility’s Electronic Charting System, and she has been monitoring call light response times and Food Acceptance Record accuracy in conjunction with Restaurant Style Dining.

Mr. Sutliff moved to sunset the *Food Acceptance Record, Use of* policy; second by Mr. Pawlus.

Yeas: 3

Nays: 0

Steve Hoffman presented the financial reports.

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

Yeas: 3

Nays: 0

Mr. Pawlus moved to approve the August bills in the amount of \$566,364.62; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the Memorial Account transfer in the amount of \$2,658.30; second by Mr. Pawlus.

Yeas: 3

Nays: 0

To comply with Medicaid requirements, Board Members completed and submitted information forms.

Mrs. Timmer presented her Administrator's Report:

- She recently attended the MCMCFC Summer Conference and the Leading Age Michigan Leadership Conference. Integrated Care Dual Eligibility Plan Reimbursement is a topic of particular concern, as it could lead to the facility's loss of Certified Public Expenditure funding and the loss of Class 3 nursing facility structure. Losing the Class 3 structure would cause a major change in Grandvue's culture and operations.
- "Conversations with Carol" is under construction while staff is being surveyed for topics to include in the monthly information session.

Eric Conway, Sally Heffernan, and Nick Maeder of Plante Moran joined the meeting. Sally Heffernan and Eric Conway presented the Grandvue Medical Care Facility Nursing Home and Assisted Living Market Study Summary to the Board.

Eric Conway and Nick Maeder presented reimbursement advantages of funding the facility's MERS retirement program liability and options for future sustainability of the MERS program.

The meeting was adjourned at 2:40 p.m.

Respectfully submitted,

Carol Timmer, Recording Secretary

Bill Olstrom, Board Chair