



**Board Meeting Minutes
October 17, 2013**

The Charlevoix County Department of Human Services Board held its monthly meeting on Thursday, October 17, 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; Carol Timmer, Administrator; Pam Cousineau, Health Services Administrator; Diane Kilkenny, Clinical Advisor; Linda Chew, Compliance RN; 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. Joel Evans, Commissioner Liaison, was absent.

There was no public comment.

Mr. Sutliff moved to approve the agenda with two additions: private pay rate increase and closed session to discuss contract negotiations; second by Mr. Pawlus.

Yeas: 3

Nays: 0

Mr. Pawlus moved to approve the September 19, 2013, meeting minutes; second by Mr. Sutliff.

Yeas: 3

Nays: 0

The Department Heads presented their reports.

Linda Chew presented the compliance report.

Mr. Pawlus moved to sunset three policies: *Meal Times, Mealtime Frequency and Evening Snacks, and Meal Trays*; second by Mr. Sutliff.

Yeas: 3

Nays: 0

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

Yeas: 3

Nays: 0

Steve Hoffman presented the financial reports.

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

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the September bills in the amount of \$551,561.43; second by Mr. Pawlus.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the private pay rate change to \$278 per day to support the increased Medicaid rate; second by Mr. Pawlus.

Yeas: 2 (Sutliff, Pawlus)

Nays: 1 (B. Olstrom)

Mr. Pawlus moved to approve a staff appreciation holiday gift certificate in the amount of \$20; second by Mr. Sutliff.

Yeas: 3

Nays: 0

The Board signed a letter to accompany the staff appreciation holiday gift certificate for Grandvue staff.

Mr. Pawlus moved to approve the Memorial Account transfer in the amount of \$2,667.00; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mrs. Cousineau presented the Health Care Administrator's Report:

- The facility has been very involved in renovating the facility's emergency preparedness plan to comply with new state regulations.
- Mrs. Cousineau and Mrs. Timmer recently attended a week long training session on LEAN processes for health care.

Mrs. Timmer presented her Administrator's Report:

- Although Dr. Anna Young will be leaving the East Jordan Family Health Center, she will continue to serve as the facility's attending physician 3 days each week. Options to increase physician coverage to 5 days/week are being explored.
- Mrs. Timmer and Steve Hoffman are meeting with department heads to determine budgetary needs for 2014.

Mr. Sutliff moved to go into closed session to discuss upcoming contract negotiations; second by Mr. Pawlus.

Mr. Sutliff: Yea

Mr. Pawlus: Yea

Mr. Olstrom: Yea

Mr. Pawlus moved to end closed session at 1:00 p.m.; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mr. Pawlus moved to accept the consensus reached in closed session for Collective Bargaining and to have Mr. B. Olstrom represent the Board at negotiations; second by Mr. Sutliff.

Yeas: 3

Nays: 0

The meeting was adjourned at 1:05 p.m.

Respectfully submitted,

Carol Timmer, Recording Secretary
Bill Olstrom, Board Chair