



Board Meeting Minutes November 21, 2013

The Charlevoix County Department of Human Services Board held its monthly meeting on Thursday, November 21, 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**
- **Diane Kilkenny, Clinical Advisor**
- **Linda Chew, Compliance RN**
- **Bonnie Hughey, Housekeeping and Laundry Director**
- **Andy Carlson, Dining Services Director**
- **Carl Olstrom, Maintenance Director**
- **Mary Stahl, Activity Director**
- **Steve Hoffman, Financial Services Director**
- **Jane Korthase, Human Resource Director and Acting Recording Secretary**

There was no public comment. Mr. B. Olstrom congratulated the staff on achieving a 5 Star Quality rating.

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

Yeas: 3

Nays: 0

Mr. Pawlus moved to approve the October 17, 2013, meeting minutes; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the October 17, 2013, closed session meeting minutes; second by Mr. Pawlus.

Yeas: 3

Nays: 0

The Department Heads presented their reports. The Department Heads thanked the Board for the holiday meal vouchers that were provided for Grandvue staff members.

Linda Chew presented the compliance report.

Mr. Pawlus moved to sunset seven policies:

- *Orientation Core Curriculum for Nurses*
- *Charting Late Entries*
- *Requisition Process for Maintenance and Support Services and Informational Technology Departments*
- *Electronic Signatures*
- *Silcraft Tub, Disinfecting of*
- *Catheter, Male External*
- *Chest Percussion (Clapping) and Vibration Using the Directional Stroking Percussion Machine or Manual Technique;*

second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mr. Sutliff moved to accept revisions to two policies: *Screening and Conducting Background Check of Potential Employees* and *HIPAA Computer System Tape Backup*; second by Mr. Pawlus.

Yeas: 3

Nays: 0

Steve Hoffman presented the financial reports.

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

Yeas: 3

Nays: 0

Mr. Pawlus moved to approve the October bills in the amount of \$601,381.55; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the Capital Transfer in the amount of \$5,421.00 and the Memorial Transfer in the amount of \$451.35; second by Mr. Pawlus.

Yeas: 3

Nays: 0

Mrs. Timmer presented the Administrator's Report:

- The facility had two self-reported incidents that were cleared without citation.
- The state of Michigan will continue to recognize Michigan's tiered Class I/Class III system.
- Potential strategies to decrease costs.
- Proposed uses for the Grandvue house.
- Update on the condition of Pam Cousineau, Health Services Administrator

Mr. Sutliff moved to allow the facility to fully fund the unpaid MERS liability by December 31, 2013; second by Mr. Pawlus.

Yeas: 3
Nays: 0

Mr. Pawlus moved to allow the use of the Grandvue house for meetings, education and out-of-town guests or consultants; second by Mr. Sutliff.

Yeas: 3
Nays: 0

Mr. Sutliff moved to authorize Administrator Timmer to implement a temporary clerical support staff position to assist during the absence of the Health Services Administrator; second by Mr. Pawlus.

Yeas: 3
Nays: 0

Mr. Pawlus moved to approve a 2% wage increase for all non-union staff, effective the first full pay period after January 1, 2014; second by Mr. Sutliff.

Yeas: 3
Nays: 0

The Board discussed organizing a strategic planning session in the spring/summer of 2014 with attorney Steve Girard and representatives of MERS and Plante Moran.

The meeting was adjourned at 12:28 p.m.

Respectfully submitted,

Carol Timmer, Recording Secretary
Bill Olstrom, Board Chair