



**Board Meeting Minutes
January 16, 2014**

The Charlevoix County Department of Human Services Board held its monthly meeting on Thursday, January 16, 2014, 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**
- **Linda Mansfield, Social Work and Admissions Director**
- **Andy Carlson, Dining Services Director**
- **Bonnie Hughey, Housekeeping and Laundry Director**
- **Carl Olstrom, Maintenance Director**
- **Lisa Dunson, Interim Activity Director**
- **Steve Hoffman, Financial Services Director**
- **Jane Korthase, Human Resource Director and Acting Recording Secretary**

There was no public comment.

Mr. Sutliff moved to approve the amended agenda with additions:

- Election of Board Officers,
- Wage increase for union staff,
- Write-off of bad debt,
- Capital Transfer;

second by Mr. Pawlus.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the December 19, 2013, meeting minutes; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mr. Pawlus abstained from the vote as he was not present at the December 19, 2013, meeting.

Mr. Pawlus nominated Mr. B. Olstrom for Charlevoix County DHS Board Chair; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mr. Sutliff nominated Mr. Pawlus for Charlevoix County DHS Board Vice Chair; second by Mr. B. Olstrom.

Yeas: 3

Nays: 0

The Department Heads presented their reports.

Linda Chew presented the compliance report.

Steve Hoffman presented the financial reports.

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

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the December bills in the amount of \$623,075.33; second by Mr. Pawlus.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the Capital Transfer in the amount of \$24,077.64; second by Mr. Pawlus.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the 2014 Capital and Operational Budgets; second by Mr. Pawlus

Yeas: 3

Nays: 0

Mr. Pawlus moved to approve the write off of bad debt in the amount of \$435,000.72; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the reopener agreement between Grandvue and SEIU Healthcare granting an increase for all union classifications effective the first full pay period following January 1, 2014, by \$.27/hour or 2.0%, whichever is greater; second by Mr. Pawlus.

Yeas: 3

Nays: 0

Mrs. Timmer presented the Administrator's Report:

- The facility has completed its annual state survey, receiving one very low-level citation. The surveyors were very complimentary of the facility in general and commented on the quality of the food service and the cooperative spirit of the staff.
- Part time receptionist Norma Mosher was offered and accepted the position of temporary Administrative Assistant. She will provide 16-20 hours of administrative support during the absence of Pam Cousineau, Health Services Administrator.

At the request of Administrator Carol Timmer, Mr. Pawlus moved to go into closed session at 12:30 p.m. to discuss the administrator's performance; second by Mr. Sutliff.

Mr. Olstrom: Yea

Mr. Pawlus: Yea

Mr. Sutliff: Yea

Mr. Pawlus moved to return to open session at 12:50 p.m.; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mr. Pawlus moved to accept the amendment to the Administrator's contract; second by Mr. Sutliff.

Yeas: 3

Nays: 0

The meeting was adjourned at 1:00 p.m.

Respectfully submitted,

Carol Timmer, Recording Secretary
Bill Olstrom, Board Chair