



Board Meeting Minutes June 19, 2014

The Charlevoix County Department of Human Services Board held its regular meeting on Thursday, June 19, 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:

- 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
- Bonnie Hughey, Housekeeping and Laundry Director
- Carl Olstrom, Maintenance Director
- Andy Carlson, Dining Services Director
- Lisa Dunson, Interim Activity Director
- Steve Hoffman, Financial Services Director
- Jane Korthase, Human Resource Director and Acting Recording Secretary

Mr. Pawlus, Vice Chair, was not present.

Public Comment: Mr. B. Olstrom, Mr. Sutliff and Mr. Evans commented on the recent DHS meeting that was held at Grandvue and thanked and complimented the Grandvue team.

Mr. Sutliff moved to approve the agenda with two additions: Reallocation of capital funds to repair the air conditioning and transfer of funds from the Memorial Account to the new Grandvue Terrace and Parks Building and Maintenance Fund with the Charlevoix County Community Foundation; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mr. Sutliff moved to approve the minutes from the May 15, 2014, meeting; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

The Department Heads presented their reports.

Mr. Sutliff moved to sunset the following policies:

- *Food Substitutions*
- *Ear Drop Administration*
- *Oral Hygiene*
- *Intramuscular Medication Administration*
- *Bed Linens/Changes*
- *Lifting/Transfer of Resident Practices*
- *Nursing: Subcutaneous Medication Administration;*

second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mr. Sutliff moved to approve the May 2014 bills in the amount of \$566,037.45; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mr. Sutliff moved to receive the May 2014 Financial Reports; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mr. Sutliff moved to approve the Capital Transfer in the amount of \$12,328.10; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mr. Sutliff moved to approve the Memorial Transfer in the amount of \$420.00; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mr. Sutliff moved to approve the reallocation of \$18,240 capital savings on the purchase of vital poles to the purchase of an air conditioner coil and replacement costs; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mr. Sutliff moved to approve the transfer of \$10,000 designated for the Terrace and Parks program from the Memorial Account to the Grandvue Terrace and Parks Building and Maintenance Fund with the Charlevoix County Community Foundation; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

The Board discussed the upcoming Strategic Planning Meeting to be held on June 24 from 8:00-4:00. Eric Conway of Plante & Moran and Steve Girard of Clark Hill will be present.

Linda Chew gave her Compliance Report to the Board.

Mrs. Timmer gave her Administrator's Report.

The meeting was adjourned at 12:27 p.m.

Respectfully submitted,

Carol Timmer, Recording Secretary
Bill Olstrom, Board Chair