



## **Board Meeting Minutes July 17, 2014**

**The Charlevoix County Department of Human Services Board held its regular meeting on Thursday, July 17, 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 Mansfield, Social Work and Admissions Director**
- **Bonnie Hughey, Housekeeping and Laundry Director**
- **Carl Olstrom, Maintenance Director**
- **Andy Carlson, Dining Services Director**
- **Lisa Dunson, Activity Director**
- **Steve Hoffman, Financial Services Director**
- **Jane Korthase, Human Resource Director and Acting Recording Secretary**
- **Kassie McClain, State of Michigan Surveyor in Training**

Kassie McClain was introduced to the Board. Ms McClain is spending ten days at Grandvue as part of her training to become a member of the State of Michigan Survey Team.

There was no public comment.

Mr. Sutliff moved to approve the agenda with the addition of a capital budget change request; second by Mr. Pawlus.

Yeas: 3

Nays: 0

Mr. Pawlus moved to approve the June 24, 2014, Special Meeting Minutes; second by Mr. Sutliff.

Yeas: 3

Nays: 0

The Department Heads gave their reports. Administrator Timmer announced the promotion of Lisa Dunson to Activity Director.

Mr. Sutliff moved to receive the June 2014 financial reports; second by Mr. Pawlus.

Yeas: 3

Nays: 0

Mr. Pawlus moved to approve the June bills in the amount of \$635,479.79; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the capital transfer in the amount of \$51,832.50; second by Mr. Pawlus.

Yeas: 3

Nays: 0

Mr. Pawlus moved to allow the transfer of capital funds from the planned purchase of a new lift to the purchase of 21 new mattresses; second by Mr. Sutliff.

Yeas: 3

Nays: 0

The Board discussed strategic planning and requested further information on cost of benefits.

Mrs. Timmer presented her Administrator's Report.

The meeting was adjourned at 11:45 a.m.

Respectfully submitted,  
Carol Timmer, Recording Secretary  
Bill Olstrom, Board Chair