



Board Meeting Minutes August 21, 2014

The Charlevoix County Department of Human Services Board held its regular meeting on Thursday, August 21, 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**
- **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**

There was no public comment.

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

Yeas: 3

Nays: 0

Mr. Pawlus moved to approve the July 17, 2014, Board Meeting Minutes; second by Mr. Sutliff.

Yeas: 3

Nays: 0

The Department Heads gave their reports.

Mr. Sutliff moved to approve the *Bed Rail Management* policy; second by Mr. Pawlus.

Yeas: 3

Nays: 0

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

Yeas: 3

Nays: 0

Mr. Pawlus moved to approve the July bills in the amount of \$854,200.75; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the capital transfer in the amount of \$76,279.97; second by Mr. Pawlus.

Yeas: 3

Nays: 0

The Board reviewed a preliminary draft of the 2015 Budget. Steve Hoffman explained that not all of the variable budget components are known at this time.

Mrs. Timmer presented her Administrator's Report.

Mr. Pawlus moved to go into closed session at 12:00 p.m. at the request of Administrator Timmer to review her performance; second by Mr. Sutliff.

Mr. Olstrom: Yea

Mr. Pawlus: Yea

Mr. Sutliff: Yea

Mr. Pawlus left the meeting during closed session.

Mr. Sutliff moved to return to open session at 1:30 p.m.; second by Mr. Olstrom.

Yeas: 2

Nays: 0

The meeting was adjourned at 1:38 p.m.

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