



Board Meeting Minutes September 18, 2014

The Charlevoix County Department of Human Services Board held its regular meeting on Thursday, September 18, 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**
- **Linda Chew, Compliance RN**
- **Linda Mansfield, Social Work and Admissions Director**
- **Bonnie Hughey, Housekeeping and Laundry Director**
- **Andy Carlson, Dining Services Director**
- **Lisa Dunson, Activity Director**
- **Steve Hoffman, Financial Services Director**
- **Barb Schroeder, Assistant Activity Director**
- **Jane Korthase, Human Resource Director and Acting Recording Secretary**

There was no public comment.

The Board welcomed Barb Schroeder, Grandvue's new Assistant Activity Director. Barb has been a CNA at Grandvue since 2003 and has worked in the Activity Department for a year.

Mr. Sutliff moved to approve the agenda with the addition of the topic of holiday staff appreciation; second by Mr. Pawlus.

Yeas: 3

Nays: 0

Mr. Pawlus moved to approve the August 21, 2014, Board Meeting Minutes; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the August 21, 2014, Closed Session Meeting Minutes; second by Mr. Pawlus.

Yeas: 3

Nays: 0

The Department Heads gave their reports.

Mr. Sutliff moved to approve changes to the *Catheter, Insertion of Indwelling Catheter for Continuous Drainage of Urine* policy and to sunset the *Hairbrushes and Combs* and *Central Venous Line Dressing and Tubing Changes* policies; second by Mr. Pawlus.

Yeas: 3

Nays: 0

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

Yeas: 3

Nays: 0

Mr. Pawlus moved to approve the August bills in the amount of \$637,030.38; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the capital transfer in the amount of \$49,063.99; second by Mr. Pawlus.

Yeas: 3

Nays: 0

Steve Hoffman presented a quarterly strategic planning update.

Mr. Pawlus moved to approve the purchase of holiday food certificates as staff appreciation gifts in the amount of \$25 each; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Linda Chew presented her Compliance Report.

Mrs. Timmer presented her Administrator's Report.

The meeting was adjourned at 12:35 p.m.

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