



**Board Meeting Minutes
October 16, 2014**

The Charlevoix County Department of Human Services Board held its regular meeting on Thursday, October 16, 2014, at the Grandvue Chase House in East Jordan. The meeting was called to order by Bill Olstrom, Board Chair, at 9:00 am with the following persons also in attendance:

- **Bob Pawlus, Vice Chair**
- **Oral Sutliff, Board Member**
- **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**
- **Lisa Dunson, Activity Director**
- **Steve Hoffman, Financial Services Director**
- **Jane Korthase, Human Resource Director and Acting Recording Secretary**

Joel Evans, Commissioner Liaison, was not present.

There was no public comment.

Mr. Sutliff moved to approve the amended agenda, moving the Compliance Report and adding a closed session to discuss union wage negotiations; second by Mr. Pawlus.

Yeas: 3

Nays: 0

Mr. Pawlus moved to approve the September 18, 2014, Board Meeting Minutes; second by Mr. Sutliff.

Yeas: 3

Nays: 0

The Department Heads gave their reports.

Mr. Sutliff and Mr. Olstrom presented Mr. Pawlus with a Resolution of Appreciation for his service on the Charlevoix County Department of Human Services Board.

Mr. Pawlus moved to approve changes to the *Medication Automatic Stop Orders* policy and to sunset the *Eyelid Cleansing; Hearing Aids, Proper Use and Care of; Eden Philosophy Goals and Objectives* and *Vital Signs, Determination of policies*; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Linda Chew presented the Compliance Report.

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

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the September bills in the amount of \$588,081.29; second by Mr. Pawlus.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the capital transfer in the amount of \$267.50; second by Mr. Pawlus.

Yeas: 3

Nays: 0

Mr. Pawlus moved to approve the Memorial Transfer in the amount of \$39.95; second by Mr. Sutliff.

Yeas: 3

Nays: 0

The Board members signed a letter to accompany the Grandvue staff holiday appreciation certificates.

Steve Hoffman presented the 2015 Operational Budget.

Mr. Pawlus moved to approve the 2015 Operational Budget as presented as a working document; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Steve Hoffman presented the 2015 preliminary Capital Budget.

Mr. Sutliff moved to approve the 2015 Capital Budget; second by Mr. Pawlus.

Yeas: 3

Nays: 0

Mr. Pawlus moved to go into closed session to discuss union contract wage negotiations at 12:45 pm; second by Mr. Sutliff.

Mr. Sutliff: Yea

Mr. Pawlus: Yea

Mr. Olstrom: Yea

Mr. Pawlus moved to return to open session at 1:25 pm; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mr. Pawlus moved to accept the consensus reached in closed session and have Mr. Ostrom represent the Board at negotiations; second by Mr. Sutliff.

Mr. Sutliff: Yea

Mr. Pawlus: Yea

Mr. Olstrom: Yea

Mr. Sutliff moved to approve a 2% wage increase for all non union staff effective the first full pay period after January 1, 2015; second by Mr. Pawlus.

Mr. Sutliff: Yea

Mr. Pawlus: Yea

Mr. Olstrom: Yea

Mrs. Timmer presented her Administrator's Report.

The meeting was adjourned at 1:55 p.m.

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