



Board Meeting Minutes November 20, 2014

The Charlevoix County Department of Human Services Board held its regular meeting on Thursday, November 20, 2014, at Grandvue Medical Care Facility 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:

- **Mary Jason, Board Member**
- **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**
- **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**

There was no public comment. Mr. B. Olstrom introduced Mary Jason, new Charlevoix County Department of Human Services Board member.

Mr. Sutliff moved to approve the agenda; second by Mrs. Jason.

Yeas: 3

Nays: 0

The Board held elections for officers:

Mrs. Jason nominated Bill Olstrom for Board Chair; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mr. B. Olstrom nominated Oral Sutliff for Vice Chair; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the October 16, 2014, Board Meeting Minutes; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mrs. Jason did not vote as she was not present at the October 16, 2014, Board Meeting.

Mr. Sutliff moved to approve the October 16, 2014, Closed Session Board Meeting Minutes with amended attendance; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mrs. Jason did not vote as she was not present at the October 16, 2014, Board Meeting.

The Department Heads gave their reports.

Mr. Sutliff moved to approve changes to the following policies:

- *Alcohol Consumption by Residents*
- *Chart Audit*
- *Emergency Preparedness Plan*
- *Immunizations: Screening and Administering to Residents Pneumovax and Influenza Vaccines*

and to sunset the following policies:

- *Nasal Drug Administration*
- *Peri Care and Incontinence Checks*
- *Seizure Precautions*
- *Sterimist Humidifier, Use of;*

second by Mrs. Jason.

Yeas: 3

Nays: 0

Mr. Sutliff moved to receive the October 2014 financial reports; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the October bills in the amount of \$650,908.85; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the capital transfer in the amount of \$67,814.27; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mrs. Timmer and Steve Hoffman discussed preparations for the June 2015 Strategic Planning Session.

Linda Chew presented her Compliance Report.

Mrs. Timmer presented her Administrator's Report.

The meeting was adjourned at 12:05 p.m.

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