



**Board Meeting Minutes
February 19, 2015**

The Charlevoix County Department of Human Services Board held its regular meeting on Thursday, February 19, 2015, 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:

- **Oral Sutliff, Vice Chair**
- **Mary Jason, Board Member**
- **Carol Timmer, Administrator**
- **Ron Oja, Health Services Administrator**
- **Linda Chew, Compliance RN**
- **Linda Mansfield, Social Work and Admissions Director**
- **Andy Carlson, Dining Services Director**
- **Bonnie Hughey, Housekeeping and Laundry Director**
- **Carl Olstrom, Maintenance Director**
- **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 agenda; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mrs. Jason moved to approve the January 15, 2015, Board Meeting Minutes; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the January 15, 2015, Closed Session Meeting Minutes; second by Mrs. Jason.

Yeas: 3

Nays: 0

The Department Heads presented their reports.

Mrs. Jason moved to accept the new policies:

- *Advance Directives and Care Planning*
- *Michigan Do-Not-Resuscitate (DNR) Law;*

accept changes to the policies:

- *Anti-Embolism Stockings*
- *Bladder Scan BUI 3000 (Ultrasonic Instrument)*
- *Capitalization of Fixed Assets*
- *Credit Card Usage*
- *Doppler Use: Summit LifeDop Doppler*
- *Immunizations: Screening and Administering to Residents Pneumovax and Influenza Vaccines*
- *Incentive Spirometer*
- *Podiatry Consultant;*

and to sunset the policies:

- *Employee Meals Due to Unplanned Circumstances*
- *Freight Carts, Care and Use of*
- *Pulse Oximeter Use*
- *Residents Right to Make Treatment Decisions/Establish Advanced Directives*
- *Whirlpool Therapy and Cleaning of Whirlpool;*

second by Mr. Sutliff.

Yeas: 3

Nays: 0

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

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the January bills in the amount of \$706,826.31; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mrs. Jason moved to approve the Capital Transfer in the amount of \$83,118.66; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mrs. Jason moved to approve the Memorial Transfer in the amount of \$28.80; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve payment to the facility of \$2750 in available funds from the Joan R. and Charles M. Taylor, II Memorial Endowment-Grandvue Medical Care Facility Fund, to be used for Eden Alternative education and programming; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mrs. Jason moved to add \$325 from the Grandvue Endowment Fund to the fund's principal; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the reopener agreement between Grandvue and SEIU Healthcare granting an increase for all union classifications by \$.30/hour, effective the pay period commencing March 1, 2015; second by Mrs. Jason.

Yeas: 3

Nays: 0

The Board discussed potential dates for the Strategic Planning Session.

Linda Chew presented her Compliance Report. She will provide a compliance education session for the Board on April 16.

Ron Oja presented the Health Services Administrator's Report.

Mrs. Timmer presented the Administrator's Report.

At Mrs. Timmer's request, Mrs. Jason moved to go into Closed Session at 12:20 pm to discuss the administrator's performance; second by Mr. Sutliff. Mr. Olstrom, Mr. Sutliff, Mrs. Jason and Mrs. Timmer were present for the Closed Session.

Mr. Sutliff: Yea

Mrs. Jason: Yea

Mr. Olstrom: Yea

The Board returned to Open Session at 12:51 pm.

Mrs. Jason moved to accept the Administrator's wage adjustment as discussed; second by Mr. Sutliff.

Yeas: 3

Nays: 0

The meeting was adjourned at 1:01 p.m.

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