



**Board Meeting Minutes
March 19, 2015**

The Charlevoix County Department of Human Services Board held its regular meeting on Thursday, March 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
- 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, Maintenance Director
- Steve Hoffman, Financial Services Director
- Jane Korthase, Human Resource Director and Acting Recording Secretary

While there was no public comment, Mrs. Jason initiated a discussion about safeguards in place to prevent elopement.

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

Yeas: 3

Nays: 0

Mrs. Jason moved to approve the February 19, 2015, Board Meeting Minutes; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the February 19, 2015, Closed Session Meeting Minutes as amended by revising the attendance list; second by Mrs. Jason.

Yeas: 3

Nays: 0

The Department Heads presented their reports.

Mr. Sutliff moved to accept revision of the *Healthcare Academy Learning System Usage* policy and to sunset the *Invacare Access 3600 XL Tub (by Silcraft), Disinfecting of* policy; second by Mrs. Jason.

Yeas: 3

Nays: 0

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

Yeas: 3

Nays: 0

Mrs. Jason moved to approve the February bills in the amount of \$638,151.52; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the Capital Transfer in the amount of \$8,505.91; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mrs. Jason moved to approve Memorial Transfers totaling \$16,870; second by Mr. Sutliff.

Yeas: 3

Nays: 0

The Board discussed potential dates for the Strategic Planning Session. The annual audit presentation has been scheduled for May 5 at 9:00 a.m. MERS representative will be present at the May Board meeting, and Cherie Potter Browe and Kevin Shepard will also be invited.

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

Mrs. Timmer presented the Health Services Administrator's Report and the Administrator's Report.

The meeting was adjourned at 12:15 p.m.

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