



**Board Meeting Minutes
April 16, 2015**

The Charlevoix County Department of Human Services Board held its regular meeting on Thursday, April 16, 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
- Ron Oja, Health Services Administrator
- Linda Mansfield, Social Work and Admissions Director
- Andy Carlson, Dining Services Director
- Carl Olstrom, Maintenance Director
- Lisa Dunson, Activity Director
- Steve Hoffman, Financial Services Director
- Jane Korthase, Human Resource Director and Acting Recording Secretary

Melissa Helsley and Rebecca Verville, Certified Eden Trainers, were also present.

There was no public comment.

Mr. Sutliff moved to approve the agenda with two additions: Capital Budget increase and Administrative Team Staffing; second by Mrs. Jason.

Yeas: 3

Nays: 0

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

Yeas: 3

Nays: 0

The Department Heads presented their reports. During the Social Work report, Rebecca Verville and Melissa Helsley updated the Board on Eden Alternative training and activities within the facility and the long term care community.

Mr. Sutliff moved to accept revision of the following policies:

- *Consultant Services*
- *Resident Weights*
- *Urinary Tract Infection Management and Treatment*

and to sunset the following policies:

- *Accident/Incident Involving Residents*
- *Aqua K Pad Therapy, Use of*
- *Blood Administration Outside Facility*
- *Carpet Cleaning Extraction (wet)*
- *Cleaning of Dining Areas*
- *Cleaning Light Fixtures (that Open Up Toward Ceiling)*
- *Fluid Requirements*
- *Food Substitutions*
- *Nutritional Supplements*
- *Phlebotomy Procedures for Geriatric Residents*
- *Urine Specimens, Collection of Specimens from Residents with Indwelling Catheters/Collection Using Intermittent Catheterization;*

second by Mrs. Jason.

Yeas: 3

Nays: 0

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

Yeas: 3

Nays: 0

Mrs. Jason moved to increase the Capital Budget by \$25,000 for the flooring project; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mrs. Jason moved to approve the March bills in the amount of \$531,193.57; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the Capital Transfer in the amount of \$47,606.74 and the Memorial Transfer in the amount of \$3,719.91; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mr. Sutliff moved to endorse adding a full time Office Support Specialist position to Grandvue's staff; second by Mrs. Jason.

Yeas: 3

Nays: 0

The Board selected June 23, 2015, for the annual Strategic Planning Session. The meeting will begin at 9:00 a.m.

Ron Oja presented the Health Services Administrator's report, and the Board reviewed the Administrator's report.

The meeting was adjourned at 11:40 a.m.

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