



**Board Meeting Minutes  
June 18, 2015**

The Charlevoix County Department of Human Services Board held its regular meeting on Thursday, June 18, 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
- Ron Oja, Health Services Administrator
- Diane Kilkenny, Clinical Advisor
- Linda Chew, Compliance RN
- Linda Mansfield, Social Work and Admission 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

Bill Olstrom stated he would love to talk with staff members to encourage them to stop smoking.

Mr. Sutliff moved to approve the agenda with the addition of MERS budget discussion/motion; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mrs. Jason moved to approve the May 21, 2015, Board Meeting Minutes; second by Mr. Sutliff.

Yeas: 3

Nays: 0

The Department Heads presented their reports.

Linda Chew presented the Compliance Report.

Mrs. Jason moved to approve the revised *Freedom of Information Act* policy and process as recommended by attorney Steve Girard; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the revised *Wheelchairs and Walkers Cleaning and Maintenance* policy and to sunset the policies:

- *Handling, Transporting and Laundering of Linen*
- *Maintenance of Equipment: Concentrators, Suction Machines, Nebulizers, Infusion Pumps*
- *Removal of Ashes from Smoked Cigarettes, Cigars, etc.*
- *Resident Dining Enhancement*
- *Urinary Tract Infection Protocol;*

Second by Mrs. Jason.

Yeas: 3

Nays: 0

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

Yeas: 3

Nays: 0

Steve Hoffman presented information regarding the monthly/annual payments to the Municipal Employees Retirement System (MERS).

Mr. Sutliff moved to approve raising the monthly payment to MERS to total \$900,000 in 2015 to reduce unfunded liability; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the May bills in the amount of \$578,134.46; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mrs. Jason moved to approve the Capital Transfer in the amount of \$2,065.82; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mrs. Jason moved to approve the Memorial Transfer in the amount of \$49.29; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Peter Domas, Clark Hill Attorney, reviewed Board Accountability for Compliance Programs via video conference call.

Ron Oja presented the Health Services Administrator's Report.

Mrs. Timmer presented the Administrator's Report.

The meeting was adjourned at 12:35 p.m.

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