



## Board Meeting Minutes July 16, 2015

The Charlevoix County Department of Human Services Board held its regular meeting on Thursday, July 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
- Carol Timmer, Administrator
- Ron Oja, Health Services Administrator
- Diane Kilkenny, Clinical Advisor
- 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

Linda Matchett, CNA, was also 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 June 23, 2015, Special Board Meeting Minutes; second by Mr. Sutliff.

Yeas: 3

Nays: 0

The Department Heads presented their reports.

Mrs. Timmer presented the Compliance Report.

Mr. Sutliff moved to approve the revised *Additional Worked Hours* policy; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mrs. Jason moved to sunset the policies:

- *Chart Access by All Disciplines*
- *Documentation: General Guidelines*
- *Nebulizer Equipment, Disinfecting of;*

second by Mr. Sutliff.

Yeas: 3

Nays: 0

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

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the June bills in the amount of \$616,546.05; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the transfer of \$100,000 from the operating budget to the capital budget to be used for the drainage project; second by Mrs. Jason.

Yeas: 3

Nays: 0

Steve Hoffman presented an update of the operating budget. Despite recruiting efforts, year-to-date staffing numbers are lower than in the past. Staff members from all departments have stepped up to meet the challenge, resulting in unplanned savings in the operating budget.

Mr. Sutliff moved to approve a one-time bonus for each Grandvue staff member employed prior to August 1, 2015, to be paid on August 5, 2015, in the amount of \$556; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the Capital Transfer in the amount of \$40,500.01; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mrs. Jason moved to approve the Memorial Transfer in the amount of \$1,133.95; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mrs. Timmer presented the updated Strategic Planning Calendar and discussed plans to present strategic goals in the SMART (Specific, Measurable, Attainable, Relevant, Time-Bound) format.

Ron Oja presented the Health Services Administrator's Report.

Mrs. Timmer presented the Administrator's Report.

The meeting was adjourned at 12:09 p.m.

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