



Board Meeting Minutes August 20, 2015

The Charlevoix County Department of Human Services Board held its regular meeting on Thursday, August 20, 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:

- **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**
- **Steve Hoffman, Financial Services Director**
- **Jane Korthase, Human Resource Director and Acting Recording Secretary**

Oral Sutliff, Vice Chair, was not present.

Members of the public George Lasater, Trish Wright, Deb Allport and Kim Palermo were also present. During public comment, George Lasater stated that he was Grandvue's "cheerleader" in the community and commended the facility for hosting the East Jordan Rotary Club's birthday party for John Smith.

Trish Wright, Deb Allport and Kim Palermo stated that they were present to learn more about the business of Grandvue.

Mrs. Jason moved to approve the agenda with error correction regarding the listing of the July 16, 2015, minutes; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mrs. Jason moved to approve the July 16, 2015, Board Meeting Minutes; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

The Department Heads presented their reports.

Linda Chew presented the Compliance Report.

Trish Wright, Deb Allport and Kim Palermo asked for and were granted permission to speak to the Board. They voiced concerns regarding staffing and safety.

Mrs. Jason moved to accept changes to the following policies:

- *Beauty and Barber Services, Nail Care, Cleaning of Equipment*
- *Resident Centered Narrative Care Planning*

and to sunset the policies:

- *Cleaning of the Activity Kitchen and Jordan River Room/Sweet Shop, Physical Therapy/Rehab Room and Activity Equipment*
- *Computer Hardware/Software Support*
- *Cleaning of Computers and Components*
- *Employee Infections*
- *Exposure Control Plan Annual Review with Quality Assurance*
- *Medication Rescheduling or Omitting to Facilitate Activity Participation Out of Facility*
- *Razors: Electric, Use and Care of*
- *Resident Nail Care by Volunteers;*

second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mrs. Jason moved to receive the July financial reports; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mrs. Jason moved to approve the July bills in the amount of \$786,947.43; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mr. B. Olstrom moved to approve the Capital Transfer in the amount of \$34,186.84; second by Mrs. Jason.

Yeas: 2

Nays: 0

Mr. B. Olstrom moved to approve the Memorial Transfer in the amount of \$1,103.05; second by Mrs. Jason.

Yeas: 2

Nays: 0

The Board reviewed the preliminary 2016 operating budget and list of potential capital projects.

The Board discussed the process for payment of invoices for the Grandvue Terrace and Recreation Park. Mr. B. Olstrom moved to allow Carol Timmer, Ron Oja, Steve Hoffman and Carl Olstrom authority to approve Grandvue Terrace and Recreation Park invoices for payment by the Charlevoix County Community Foundation; second by Mrs. Jason.

Yeas: 2

Nays: 0

The invoice payment process for the project will be brought to the Grandvue Foundation Board for approval as well.

Mrs. Jason moved to go into Closed Session at 12:33 p.m. to discuss Collective Bargaining; second by Mr. B. Olstrom.

Mr. B. Olstrom: Yea

Mrs. Jason: Yea

Mr. B. Olstrom, Mrs. Jason, Commissioner Evans, Mrs. Timmer, Ron Oja, Steve Hoffman and Jane Korthase were present for the Closed Session.

Mrs. Jason moved to return to Open Session at 12:36 p.m.; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mr. B. Olstrom moved to approve projection studies/valuations for MERS retirement plans; second by Mrs. Jason.

Yeas: 2

Nays: 0

The Board reviewed the Strategic Planning calendar.

Ron Oja presented the Health Services Administrator's Report.

Mrs. Timmer presented the Administrator's Report.

Mrs. Jason moved to go into Closed Session at 1:50 p.m. at Mrs. Timmer's request to discuss the Administrator's performance; second by Mr. B. Olstrom.

Mr. B. Olstrom: Yea

Mrs. Jason: Yea

Mr. B. Olstrom, Mrs. Jason and Mrs. Timmer were present for the Closed Session.

Mrs. Jason moved to return to Open Session at 1:52 p.m.; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mrs. Jason moved to renew the Administrator's Contract as amended; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

The Administrator's formal performance review will be held at the September Board Meeting.

The meeting was adjourned at 1:53 p.m.

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