



Board Meeting Minutes September 21, 2015

The Charlevoix County Department of Health and Human Services Board held its monthly meeting on Monday, September 21, 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**
- **Lisa Dunson, Activity 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 Shelley Bobb and Linda Matchett were also present.

Public Comment: Linda Matchett, CNA, stated her concerns regarding facility staffing.

Mrs. Jason moved to approve the amended agenda, adding a closed session to discuss collective bargaining and adding the topic of holiday staff appreciation; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mrs. Jason moved to approve the Regular Board Meeting Minutes, First Closed Session Minutes and Second Closed Session Minutes from the August 20, 2015 Board Meeting; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

The Department Heads presented their reports.

Linda Chew presented the Compliance Report.

Ron Oja presented the Health Services Administrator's Report.

Mrs. Timmer presented her Administrator's Report. She introduced Shelley Bobb who is working with administration and staff to build teamwork and professionalism throughout the facility.

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

Yeas: 2

Nays: 0

Mr. B. Olstrom moved to approve the August 2015 bills in the amount of \$652,080.82; second by Mrs. Jason.

Yeas: 2

Nays: 0

Mr. B. Olstrom moved to approve the Credit Card Expense Detail; second by Mrs. Jason.

Yeas: 2

Nays: 0

Mr. B. Olstrom moved to approve the Capital Transfer in the amount of \$7,010.49; second by Mrs. Jason.

Yeas: 2

Nays: 0

The Board reviewed the preliminary 2016 operating and capital budgets. Steve Hoffman presented several projects the facility would like to complete in 2015.

Mr. B. Olstrom moved to approve transferring \$135,000 from the operating budget to complete proposed 2015 capital projects; second by Mrs. Jason.

Yeas: 2

Nays: 0

Mr. B. Olstrom moved to approve presenting each Grandvue staff member with a \$25 Family Fare certificate in November as a holiday appreciation gift; second by Mrs. Jason.

Yeas: 2

Nays: 0

The Board reviewed the Strategic Planning Calendar. The administrator's performance review will be conducted at the October 2015 Board meeting.

Mrs. Jason moved to go into closed session at 11:29 a.m. to discuss collective bargaining; second by Mr. B. Olstrom.

Mrs. Jason: Yea

Mr. B. Olstrom: Yea

Mr. B. Olstrom, Mrs. Jason, Mrs. Timmer, Ron Oja, Steve Hoffman and Jane Korthase were present for the closed session.

Mr. B. Olstrom moved to return to open session at 11:50 a.m.; second by Mrs. Jason.

Yeas: 2

Nays: 0

Mr. B. Olstrom will represent the Board at collective bargaining.

Mr. B. Olstrom moved to accept changes to the following policies:

- *Alcohol Consumption by Residents*
- *HIPAA Protected Health Information Access (Viewing/Release)*
- *Physician Services*

and to sunset the policies:

- *Ice Machine: Production, Storage, Dispensing and Cleaning*
- *Identification and Reporting of Food Borne Illness*
- *Care of Residents at Nutritional Risk*
- *Surveyor Access to Electronic Chart System (ECS)*
- *Kitchen Waste Control and Disposal*
- *Clearing Tables and Cleaning of Resident Dining Areas*
- *Nurse Practitioner/Physician Assistant Services;*

second by Mrs. Jason.

Yeas: 2

Nays: 0

The meeting was adjourned at 11:55 a.m.

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