



Board Meeting Minutes November 19, 2015

The Charlevoix County Department of Health and Human Services Board held its monthly meeting on Thursday, November 19, 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, Vice Chair**
- **Oral Sutliff, Board Member**
- **Joel Evans, Commissioner Liaison**
- **Carol Timmer, Administrator**
- **Ron Oja, Health Services Administrator**
- **Diane Kilkenny, Clinical Advisor**
- **Linda Chew, Compliance RN**
- **Andy Carlson, Executive Chef**
- **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**

Members of the public Shelley Bobb and Bill Behling were also present.

Bill Behling spoke to the Board about issues he has with dining selections and the facility's e-cigarette ban.

Mrs. Jason moved to approve the agenda, as amended by adding a discussion regarding accounts receivable/bad debt; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the November 2, 2015, Special Board Meeting Minutes; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the Closed Session Minutes from November 2, 2015; second by Mrs. Jason.

Yeas: 3

Nays: 0

Linda Chew presented the Compliance Report.

The Department Heads presented their reports.

Ron Oja presented the Health Services Administrator's Report.

Shelley Bobb presented an update on her work at the facility to date. She has conducted an organizational assessment, presented group training programs and worked with individuals on coaching and leadership skills.

Mrs. Timmer presented the Administrator's Report.

Mr. Sutliff moved to approve the addition of a human resource assistant position for the facility; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mrs. Jason moved to receive the October 2015 financial statements; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mrs. Jason moved to allow a capital funds transfer of \$3,480 from the lighting project to the roofing project; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Steve Hoffman discussed a bad debt situation with the Board.

Mr. Sutliff moved to approve the October 2015 bills in the amount of \$694,735.76; second by Mrs. Jason.

Yeas: 3

Nays: 0

The Board discussed the recent increase in the facility's Medicaid rate. In order to receive the additional funding, the facility must have a private pay rate that exceeds the Medicaid rate.

Mr. Sutliff moved to approve increasing the private pay rate to \$291 per day effective January 1, 2016; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mrs. Jason moved to approve the Capital Transfer in the amount of \$232,958.73; second by Mr. Sutliff.

Yeas: 3

Nays: 0

The Board discussed the 2015 and 2016 Strategic Planning Calendars. A Board member will present Grandvue's Employee of the Year Award at the staff holiday party on December 11. The facility will be reviewing a number of insurance contracts in 2016.

Mr. Sutliff moved to go into Closed Session at 1:00 pm for the purposes of discussing collective bargaining; second by Mrs. Jason.

Mr. Sutliff: Yea

Mrs. Jason: Yea

Mr. B. Olstrom: Yea

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

Mr. Sutliff moved to return to Open Session at 1:22 pm; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mrs. Jason moved to accept the new three-year Collective Bargaining Agreement between SEIU Healthcare and Grandvue Medical Care Facility with annual reopeners to discuss wages and insurance; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mr. B. Olstrom moved to approve changes for non union staff:

- 2% wage increase, effective the first full pay in 2016
- Health insurance plan changes and \$500 FSA for each covered employee
- Life insurance increase to \$20,000 coverage
- Opportunity to convert from defined benefit to defined contribution retirement plan with defined contribution plan available to staff hired after January 1, 2016
- Additional longevity bonus available after 24 years of service;

second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mrs. Jason moved to approve the revised *Light Duty* policy; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mrs. Jason moved to sunset the policies:

- *Cleaning Quarry Tile Floor*
- *Cleaning the Drinking Fountains*
- *Cleaning and Disinfecting Sinks*
- *Cleaning and Disinfection of Toilets and Hoppers*
- *Implementation of Resident's Bill of Rights*
- *Mopping, Stripping and Finishing Vinyl, Asphalt and Rubber Tile Floors*
- *Wet Floor Signs;*

second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mr. B. Olstrom moved to go into closed session at 1:30 pm to discuss material exempt from disclosure; second by Mrs. Jason.

Mr. Sutliff: Yea

Mrs. Jason: Yea

Mr. B. Olstrom: Yea

Mr. B. Olstrom, Mrs. Jason, Mr. Sutliff and Mrs. Timmer were present for the closed session.

Mr. B. Olstrom moved to leave closed session at 1:55 pm.; second by Mrs. Jason.

Yeas: 3

Nays: 0

The meeting was adjourned at 2:03 p.m.

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