



Board Meeting Minutes January 21, 2016

The Charlevoix County Department of Health and Human Services Board held its monthly meeting on Thursday, January 21, 2016, 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, 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 Admissions Director**
- **Andy Carlson, Executive Chef**
- **Bonnie Hughey, Housekeeping and Laundry Director**
- **Carl Olstrom, Maintenance Director**
- **Steve Hoffman, Financial Services Director**
- **Jane Korthase, Human Resource Director and Acting Recording Secretary**

Mary Jason, Vice Chair, was not present.

There was no public comment.

Mr. Sutliff moved to approve the agenda as amended by moving the Administrator's Personnel Evaluation/Wage and Benefit Review to the February meeting; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mr. Sutliff moved to approve the December 17, 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.

Ron Oja presented the Health Services Administrator's Report.

Mrs. Timmer presented the Administrator's Report.

Mr. Sutliff moved to receive the December 2015 financial statements; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mr. Sutliff moved to approve the December 2015 bills in the amount of \$913,952.81; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mr. Sutliff moved to approve the Capital Transfer in the amount of \$151,215.11; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

The Board reviewed the 2016 Strategic Planning Calendars. Two dates are available for Quality Assurance and Process Improvement training for the DHHS Board: April 14 and April 28. The Board will select a date at the February meeting.

Mr. Sutliff moved to amend the *Policy and Procedure Committee Guidelines* policy and to sunset the following policies:

- *Employee's Family Members in the Workplace*
- *Food from Outside Sources*
- *Food Storage*
- *General Food Preparation and Handling*
- *Menu Changes*
- *Menus: Planning and Implementation*
- *Supervision of Residents in our Activity Room or at an Activity Site During or at the Conclusion of a Scheduled Activity*
- *Taste Testing*
- *Title of Diet Manual Adopted*
- *Trays for Isolation;*

second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

The meeting was adjourned at 11:42 a.m.

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