



**Board Meeting Minutes
February 18, 2016**

The Charlevoix County Department of Health and Human Services Board held its monthly meeting on Thursday, February 18, 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**
- **Mary Jason, Vice Chair**
- **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**
- **Steve Hoffman, Financial Services Director**
- **Jane Korthase, Human Resource Director and Acting Recording Secretary**

There was no public comment.

Mr. Sutliff moved to approve the agenda as amended by adding signing of the Collective Bargaining Agreement and invitation to the 10:00 am reception to celebrate the facility's citation-free state survey; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mr. B. Olstrom moved to approve the January 21, 2016, Board Meeting Minutes; second by Mr. Sutliff.

Yeas: 2

Nays: 0

Mrs. Jason did not vote as she had not been present for the January 21, 2016, meeting.

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.

The DHHS Board signed the Collective Bargaining Agreement between Grandvue Medical Care Facility and SEIU Healthcare.

Mr. Sutliff moved to receive the January 2016 financial statements; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mrs. Jason moved to allow the carryover of \$59,062.68 from the 2015 Capital Budget into the 2016 Capital Budget; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the January 2016 bills in the amount of \$843,274.13; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mrs. Jason moved to approve the Capital Transfer in the amount of \$15,705.00; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve payment to the facility of \$2800 in available funds from the Joan R. and Charles M. Taylor, II Memorial Endowment-Grandvue Medical Care Facility Fund, to be used for Eden Alternative education and dementia training and to add \$350 from the Grandvue Endowment Fund to the fund's principal; second by Mrs. Jason.

Yeas: 3

Nays: 0

The Board reviewed the 2016 Strategic Planning Calendars. The Board selected Thursday, April 14 for QAPI training.

Mrs. Jason moved to sunset the *Colostomy Care* and *Equipment/Appliance Information* policies; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mrs. Jason moved to support the Policy Review Index and the facility's compliance with the review process; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mr. B. Olstrom moved to go into closed session at 11:45 a.m. at the request of Carol Timmer for the purpose of the administrator's personnel evaluation/wage and benefit review; second by Mr. Sutliff.

Mr. B. Olstrom: yea
Mr. Sutliff: yea
Mrs. Jason: yea

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

The Board will have a special meeting on Thursday, March 3, at 9:00 a.m. for the purpose of the Administrator's personnel evaluation/wage/benefit review.

Mr. B. Olstrom moved to return to open session at 11:57 a.m.; second by Mrs. Jason.

Yeas: 3

Nays: 0

The meeting was adjourned at 12:05 p.m.

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