



**Board Meeting Minutes  
March 17, 2016**

**The Charlevoix County Department of Health and Human Services Board held its monthly meeting on Thursday, March 17, 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:**

- **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 Officer**
- **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**

There was no public comment.

Mrs. Jason moved to approve the agenda as presented; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mrs. Jason moved to approve the minutes from the March 11, 2016, Special Meeting and Closed Session.

Yeas: 3

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 February financial statements; second by Mrs. Jason.  
Yeas: 3  
Nays: 0

Mrs. Jason moved to approve the February 2016 bills in the amount of \$605,781.78;  
second by Mr. Sutliff.  
Yeas: 3  
Nays: 0

Mr. Sutliff moved to approve the Capital Transfer in the amount of \$59,062.68; second  
by Mrs. Jason.  
Yeas: 3  
Nays: 0

The Board reviewed the 2016 Strategic Planning Calendar. The Grandvue financial  
audit by Plante Moran will begin on March 21. The special audit review will take place  
at the facility on May 3. The Board was given four dates to review for the June Strategic  
Planning meeting with attorney Steve Girard and representatives from Plante Moran.

Mr. Sutliff moved to approve changes to the *Anti-Embolism Stockings and Artificial Eye,  
Cleansing of* policies and to sunset the following policies:

- *Bladder Scan (Ultrasonic Equipment)*
- *Blood Glucose Levels, Monitoring of*
- *Buccal, Sublingual and Translingual Medication Administration*
- *HIPAA Designated Record Set*
- *Oral Nasopharyngeal Suction Machines, Cleaning of*
- *Paraffin Baths, Use of*
- *Rectal Suppository Administration*
- *Resident Utensils, Cleaning of*
- *Shoes and Slippers, Cleaning of*
- *Solid Waste Removal;*

second by Mrs. Jason.  
Yeas: 3  
Nays: 0

The meeting adjourned at 10:55 a.m.

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