



## **Board Meeting Minutes May 19, 2016**

**The Charlevoix County Department of Health and Human Services Board held its monthly meeting on Thursday, May 19, 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**
- **Linda Chew, Acting Clinical Advisor and Compliance Officer**
- **Linda Mansfield, Social Work and Admissions Director**
- **Andy Carlson, Dining Services Director**
- **Carl Olstrom, Maintenance Director**
- **Steve Hoffman, Financial Services Director**
- **Jane Korthase, Human Resource Director**

There was no public comment.

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

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the minutes from the May 3, 2016, Special Meeting; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mrs. Jason did not vote as she had not been present at the May 3 meeting.

The Department Heads presented their reports.

Ron Oja and Jane Korthase presented the job description for the new Neighborhood Assistant position. Mrs. Jason moved to approve adding the Neighborhood Assistant classification; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Ron Oja presented the Health Services Administrator's Report.

Mrs. Timmer presented the Administrator's Report.

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

Yeas: 3

Nays: 0

Steve Hoffman proposed changes to the 2016 Budget. Mrs. Jason approved adjusting the 2016 budget in the areas of General Contractual/Administration, BC/BS and Dietary Wages; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mrs. Timmer presented research results and a recommendation for the new Grandvue bus. Mr. B. Olstrom moved to approve up to \$100,000 for the purchase of a new Grandvue bus; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mrs. Timmer reviewed proposed changes to the Horizonvue physical plant. Mr. Sutliff moved to approve \$300,000 to fund a Horizonvue addition adjacent to the new greenhouse; second by Mrs. Jason

Yeas: 3

Nays: 0

Mrs. Jason left the meeting at 12:05 p.m.

Steve Hoffman presented information regarding bad debts. Mr. B. Olstrom moved to allow the write off of \$192,742.84 in bad debt; second by Mr. Sutliff.

Yeas: 2

Nays: 0

Mr. Sutliff moved to approve the April 2016 bills in the amount of \$640,600.89; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

The Board reviewed the 2016 Strategic Planning Calendar and agenda for the June 28 Strategic Planning Meeting.

Mr. B. Olstrom moved to approve the new *Hazardous Drugs, Handling of* policy; second by Mr. Sutliff.

Yeas: 2

Nays: 0

Mr. Sutliff moved to approve revisions to the *Emergency and Back-Up Medications and Urinary Catheter, Irrigation of* policies; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mr. B. Olstrom moved to approve sunsetting the following policies:

- *Cleaning of the Laundry and Sorting Rooms*
- *Herpes Zoster Virus, Residents with*
- *Lifts, Battery Operated Mechanical Lifts*
- *Prostheses*
- *Protecting the Resident's Skin from Environmental Elements*
- *Resident Unit Scrub*
- *Roho and Gel Cushion Covers, Cleaning of*
- *Sitz Bath*
- *Transfer Belts, Use of by Nursing Personnel*

second by Mr. Sutliff.

Yeas: 2

Nays: 0

The meeting adjourned at 12:25 p.m.

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