



**Board Meeting Minutes
June 16, 2016**

The Charlevoix County Department of Health and Human Services Board held its monthly meeting on Thursday, June 16, 2016, at Grandvue Medical Care Facility in East Jordan. The meeting was called to order by Bill Olstrom, Board Chair, at 9:03 am with the following persons also in attendance:

- **Oral Sutliff, Board Member**
- **Joel Evans, Commissioner Liaison**
- **Carol Timmer, Administrator**
- **Linda Chew, Clinical Advisor/DON and Acting Compliance Officer**
- **Andy Carlson, Dining Services Director**
- **Bonnie Hughey, Housekeeping and Laundry Director**
- **Carl Olstrom, Maintenance Director**
- **Steve Hoffman, Financial Services Director**
- **Jane Korthase, Human Resource Director**

Jan Maatman was present as a member of the public.

Mrs. Timmer introduced Jan Maatman. Jan is a Master Faculty Specialist and Director of Undergraduate Nonprofit Programs in the School of Public Affairs and Administration at Western Michigan University. There was no other public comment.

Mr. Sutliff moved to approve the agenda as presented; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mr. Sutliff moved to approve the minutes from the May 19, 2016, meeting; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

The Department Heads presented their reports. Mr. B. Olstrom congratulated Linda Chew for accepting the position as Clinical Advisor/DON.

Mary Jason joined the meeting at 9:10 a.m.

Mrs. Timmer presented the Health Services Administrator's Report.

Mrs. Timmer presented the Administrator's Report. There will be a groundbreaking ceremony for the Grandvue Terrace and Recreation Park Greenhouse on July 7 at 10:30 a.m.

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

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the May 2016 bills in the amount of \$623,150.22; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the capital transfer in the amount of \$13,667.40; second by Mrs. Jason.

Yeas: 3

Nays: 0

The Board reviewed the 2016 Strategic Planning Calendar. The strategic planning meeting with Grandvue's accountant and legal counsel will be held on June 28 at 9:00 a.m.

Mrs. Jason moved to approve revisions to the following policies:

- *Infection Control Program*
- *Insulin Substitution*
- *Laboratory and Ancillary Medical Services*
- *Lost and Found Property;*

second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mrs. Jason moved to approve sunsetting the following policies:

- *Cardioactive Drugs and Recording Pulse Rates*
- *Medication Automatic Stop Orders*
- *Out of Facility Appointments;*

second by Mr. Sutliff.

Yeas: 3

Nays: 0

The meeting adjourned at 11:25 a.m.

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