



Board Meeting Minutes July 21, 2016

The Charlevoix County Department of Health and Human Services Board held its monthly meeting on Thursday, July 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**
- **Linda Mansfield, Social Work and Admissions Director**
- **Andy Carlson, Dining Services Director**
- **Carl Olstrom, Maintenance Director**
- **Lisa Dunson, Activity Director**
- **Steve Hoffman, Financial Services Director**
- **Jane Korthase, Human Resource Director**

There was no public comment.

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

Yeas: 2

Nays: 0

Mr. Sutliff moved to approve the minutes from the June 28, 2016, special meeting; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mary Jason, Vice Chair, joined the meeting at 9:02 a.m.

The Department Heads presented their reports. Ron Oja gave the nursing/compliance report.

Ron Oja gave the Health Services Administrator's report.

Mrs. Timmer presented the Administrator's report.

Mrs. Jason moved to receive the June 2016 financial reports; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the June 2016 bills in the amount of \$739,668.65; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mrs. Jason moved to approve the Capital Transfer in the amount of \$107,718.11; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mrs. Jason moved to allow the payment of up to \$20,000 from the Operating Account to install a fire suppression system for the front vestibule as directed by the Fire Marshal; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mrs. Timmer provided an update on the Cost Report: the facility met the July 8, 2016, submission deadline with the corrected Cost Report. The report has been received, but the facility has not yet been informed if it has been accepted.

The Board reviewed the 2016 Strategic Planning Calendar. There will be a special meeting at 9:00 am on Tuesday, August 9, 2016, to discuss performance review formats for the Administrator.

Mr. Sutliff moved to sunset the *Mediations, Securing and Maintaining Administration in Event of an Emergency* policy; second by Mrs. Jason.

Yeas: 3

Nays: 0

The meeting adjourned at 11:57 am.

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