



## **Board Meeting Minutes August 18, 2016**

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

- **Mary Jason, Vice Chair**
- **Oral Sutliff, Board Member**
- **Joel Evans, Commissioner Liaison**
- **Carol Timmer, Administrator**
- **Linda Chew, Clinical Advisor and Acting Compliance Officer**
- **Linda Mansfield, Social Work and Admissions Director**
- **Andy Carlson, Dining Services Director**
- **Bonnie Hughey, Housekeeping and Laundry Director**
- **Carl Olstrom, Maintenance Director**
- **Lisa Dunson, Activity Director**
- **Steve Hoffman, Financial Services Director**
- **Jane Korthase, Human Resource Director**

During public comment, Mrs. Jason congratulated Grandvue's staff for quickly moving the family picnic indoors due to inclement weather. Mr. B. Olstrom and Mr. Sutliff agreed that the picnic was a successful "community reunion" with great food and entertainment.

Mr. Sutliff moved to approve the agenda, adding a review of facility abuse policies; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the minutes from the August 9, 2016, special meeting; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the minutes from the August 9, 2016, special meeting closed session; second by Mrs. Jason.

Yeas: 3

Nays: 0

The Department Heads presented their reports.

Mrs. Timmer presented the Administrator's report.

Mrs. Timmer presented a new policy based on changes in the federal abuse guidelines. This policy will replace three of the facility's abuse policies. Mrs. Jason moved to approve the new *Abuse, Neglect and Exploitation* policy and to sunset the policies:

- *Prevention of Abuse/Neglect/Mistreatment of Residents*
- *Abuse/Neglect/Mistreatment/Misappropriation Allegation Investigation and Reporting; Reporting of Reasonable Suspicion of Crimes Against a Resident*
- *Volunteer Information Related to Resident Abuse;*

second by Mr. Sutliff.

Yeas: 3

Nays: 0

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

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the July 2016 bills in the amount of \$665,244.28; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mrs. Jason moved to approve the Capital Transfer in the amount of \$4,040.00; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mrs. Jason moved to approve the transfer of \$8,998.16 from the Grandvue Huntington Bank Account to the Grandvue Operating Account; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Steve Hoffman presented a preliminary working draft of the 2017 Operating Budget.

The Board reviewed the 2016 Strategic Planning Calendar.

Mrs. Timmer informed the Board that Grandvue has won an Excellence in Action Award for outstanding customer service for the fourth year in a row.

The meeting adjourned at 12:02 pm.

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