



## **Board Meeting Minutes September 15, 2016**

**The Charlevoix County Department of Health and Human Services Board held its monthly meeting on Thursday, September 15, 2016, at Grandvue Medical Care Facility in East Jordan. The meeting was called to order by Mary Jason, Vice Chair, at 9:00 am with the following persons also in attendance:**

- **Oral Sutliff, Board Member**
- **Carol Timmer, Administrator**
- **Linda Mansfield, Social Work and Admissions Director**
- **Carl Olstrom, Maintenance Director**
- **Steve Hoffman, Financial Services Director**

**Bill Olstrom, Board Chair, and Joel Evans, Commissioner Liaison, were not present.**

There was no public comment.

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

Yeas: 2

Nays: 0

Mr. Sutliff moved to approve the minutes from the August 18, 2016, meeting; second by Mrs. Jason.

Yeas: 2

Nays: 0

The Department Heads presented their reports.

Mrs. Timmer presented the Administrator's report.

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

Yeas: 2

Nays: 0

Mr. Sutliff moved to approve the August 2016 bills in the amount of \$694,027.93; second by Mrs. Jason.

Yeas: 2

Nays: 0

Mr. Sutliff moved to approve the Capital Transfer in the amount of \$4,586.00; second by Mrs. Jason.

Yeas: 2

Nays: 0

The Board reviewed the 2016 Strategic Planning Calendar.

The Board discussed a holiday appreciation gift for Grandvue staff members. Mr. Sutliff moved to present each Grandvue staff member with a \$35 Family Fare certificate in November as a holiday appreciation gift; second by Mrs. Jason.

Yeas: 2

Nays: 0

The meeting adjourned at 11:15 am.

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