



## **Board Meeting Minutes November 17, 2016**

**The Charlevoix County Department of Health and Human Services Board held its monthly meeting on Thursday, November 17, 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**
- **Roselee Rau, Board Member**
- **Joel Evans, Commissioner Liaison**
- **Carol Timmer, Administrator**
- **Linda Mansfield, Social Work and Admissions Director**
- **Andy Carlson, Executive Chef**
- **Bonnie Hughey, Housekeeping and Laundry 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 Mrs. Jason.

Yeas: 3

Nays: 0

Mrs. Rau moved to nominate Mr. Sutliff as Board Chair; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mr. Sutliff moved to nominate Mrs. Jason as Vice Chair; second by Mrs. Rau.

Yeas: 3

Nays: 0

Mrs. Jason moved to approve the minutes from the October 20, 2016, regular meeting and Closed Session; second by Mr. Sutliff.

Yeas: 2

Nays: 0

Mrs. Rau did not vote as she was not present for the October 20, 2016, meeting.

The Board thanked the Department Heads for their reports.

Mrs. Timmer presented the Administrator's report.

Mrs. Jason moved to receive the October financials; second by Mrs. Rau.

Yeas: 3

Nays: 0

Mrs. Jason moved to approve the October 2016 bills in the amount of \$991,392.31; second by Mrs. Rau.

Yeas: 3

Nays: 0

Mrs. Jason moved to approve the transfer of funds from the Grandvue Capital Deprecation Account to the Grandvue Operating Account in the amount of \$310,500.00; second by Mrs. Rau.

Yeas: 3

Nays: 0

Mrs. Jason moved to approve the transfer of funds from the Huntington Bank Account to the Grandvue Operating Account in the amount of \$95,015.40; second by Mrs. Rau.

Yeas: 3

Nays: 0

Mrs. Jason moved to allow adding \$15,000 to the 2016 Capital Budget for repairs to the downstairs computer room; second by Mrs. Rau.

Yeas: 3

Nays: 0

Mrs. Rau moved to approve the 2017 Capital and Operating Budgets; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mrs. Jason moved to go into Closed Session at 10:17 a.m. to discuss Collective Bargaining; second by Mrs. Rau.

Mr. Sutliff: yea

Mrs. Jason: yea

Mrs. Rau: yea

Board Chair Oral Sutliff declared the meeting back in Open Session at 10:47 a.m.

Contract negotiations will take place on December 13.

The Board reviewed the Strategic Planning Schedule.

Mrs. Jason moved to sunset the *Security of the Building* policy and to approve the revised *Pain Management* policy; second by Mrs. Rau.

Yeas: 3

Nays: 0

The meeting adjourned at 11:05 a.m.

Respectfully submitted,  
Carol Timmer, Recording Secretary  
Oral Sutliff, Board Chair