



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

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

- **Mary Jason, Vice Chair**
- **Rose Rau, Board Member**
- **Carol Timmer, Administrator**
- **Linda Chew, Director of Nursing**
- **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**

**Joel Evans, Commissioner Liaison, was not present.**

Mrs. Timmer and Mr. Sutliff shared Grandvue staff appreciation letters. Mrs. Timmer shared a photograph of Mr. Sutliff presenting RN Kelsi Brewer's Employee of the Year award.

Mrs. Jason moved to approve the agenda with the addition of a capital budget adjustment; second by Mrs. Rau.

Yeas: 3

Nays: 0

Mrs. Jason moved to approve the minutes from the November 17, 2016, regular meeting and Closed Session; second by Mrs. Rau.

Yeas: 3

Nays: 0

The Board thanked the Department Heads for their reports. Department Heads answered questions about the greenhouse, boiler project and Compliance Officer transition.

Mrs. Timmer presented the Administrator's report. Andrea Hall Seese is transitioning into the Compliance Officer position and will be focusing on emergency preparedness and safety processes and procedures.

The facility is researching paperwork regarding the 2000 purchase of the Chase house adjacent to Grandvue.

Mrs. Jason moved to approve the November 2016 bills in the amount of \$653,290.92; second by Mrs. Rau.

Yeas: 3

Nays: 0

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

Yeas: 3

Nays: 0

Mrs. Rau moved to allow the transfer of \$50,000 from the 2016 Capital Budget to the 2017 Capital Budget for continuous activity programming; second by Mrs. Jason.

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 \$25,051.15; 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 \$300.00; second by Mrs. Rau.

Yeas: 3

Nays: 0

Mrs. Jason moved to go into Closed Session at 10:15 a.m. to discuss Collective Bargaining; second by Mrs. Rau.

Mr. Sutliff: yea

Mrs. Jason: yea

Mrs. Rau: yea

Mr. Sutliff, Mrs. Jason, Mrs. Rau, Mrs. Timmer, Steve Hoffman and Jane Korthase were present for the Closed Session.

Mrs. Jason moved to return to Open Session at 10:37 a.m.; second by Mrs. Rau.

Yeas: 3

Nays: 0

Pending the outcome of the union vote on December 21, a special Board meeting may be necessary before the end of the year to ratify the contract.

Mrs. Jason moved to approve the following wage and benefit changes for non-union staff:

- \$1.50/hour wage increase for licensed nursing positions other than DON and 2% wage increase for all other non union positions, effective the first full pay period in January 2017
- Discontinue TeleDoc and FSA employer contribution and increase employer-paid insurance caps for single, two-person and family coverage for non union staff effective 2017 benefit year;

second by Mrs. Rau.

Yeas: 3

Nays: 0

The Board reviewed the Strategic Planning Calendars for 2016 and 2017.

Mrs. Rau moved to approve the new *Paid Feeding Assistants* policy; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mrs. Jason moved to approve the completion of the 2016 Policy Review Index; second by Mrs. Rau.

Yeas: 3

Nays: 0

The Board reviewed correspondence and information. Mrs. Timmer informed the Board that the Grandvue Terrace and Recreation Park was awarded a grant in the amount of \$8500 from the Charlevoix County Community Foundation.

The meeting adjourned at 10:55 a.m.

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