



**Board Meeting Minutes  
January 19, 2017**

**The Charlevoix County Department of Health and Human Services Board held its monthly meeting on Thursday, January 19, 2017, 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:**

- **Rose Rau, Board Member**
- **Joel Evans, Commissioner Liaison**
- **Carol Timmer, Administrator**
- **Linda Chew, Director of Nursing**
- **Linda Mansfield, Social Work and Admissions 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**

There was no public comment.

Mrs. Rau moved to approve the agenda with the addition of the topic "Meeting Dates and Time;" second by Mr. Sutliff.

Yeas: 2

Nays: 0

Mrs. Rau moved to approve the minutes from the December 27, 2016, special meeting; second by Mr. Sutliff.

Yeas: 2

Nays: 0

Linda Mansfield introduced Syndal Morris, Social Work Intern. Syndal has completed her internship at Grandvue and will be returning to school for her Master's Degree. Syndal has been very helpful and will be missed.

Mary Jason joined the meeting at 9:10 a.m.

The Department Heads gave their reports.

Mrs. Timmer presented the Administrator's report.

Mrs. Timmer presented the need for a Project Coordinator to work in the Maintenance Department to assist with capital projects throughout the facility.

Mrs. Jason moved to create and fill the position of Project Coordinator; second by Mrs. Rau.

Yeas: 3

Nays: 0

Mrs. Jason moved to amend the 2017 budget by transferring \$14,000 from Administration/General Contractual to Maintenance; second by Mrs. Rau.

Yeas: 3

Nays: 0

Mrs. Jason moved to receive the December 2016 financials; second by Mrs. Rau.

Yeas: 3

Nays: 0

Steve Hoffman discussed the 2016 boiler project which is still in progress.

Mrs. Rau moved to approve transferring the balance of the boiler project capital expense from the 2016 to the 2017 capital budget; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mrs. Jason moved to approve the December 2016 bills in the amount of \$623,597.14; 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 \$8,737.66; 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 \$66,034.73; second by Mrs. Rau.

Yeas: 3

Nays: 0

The Board reviewed the 2017 Strategic Planning Calendar. Mrs. Timmer and Steve Hoffman presented an overview of Michigan Cost Based Reimbursement for county medical care facilities.

Mrs. Jason moved to approve the following new policies:

- *Administration of Facility*
- *Employee Work Restrictions – Infectious Diseases*
- *Facility Closure – Administrator’s Duties and Responsibilities*
- *Influenza Vaccination*

- *Pneumococcal Vaccine (Series);*

second by Mrs. Rau.

Yeas: 3

Nays: 0

Mrs. Jason moved to approve the following revised policies:

- *Abuse, Neglect and Exploitation*
- *Dental Services*
- *Infection Prevention: Reporting Communicable Disease and Preventing Outbreaks*
- *Standard Precautions;*

second by Mrs. Rau.

Yeas: 3

Nays: 0

Mrs. Jason moved to approve sunsetting the following policies:

- *Immunizations: Screening and Administering to Residents Pneumovax and Influenza Vaccines*
- *Hand Hygiene;*

second by Mrs. Rau.

Yeas: 3

Nays: 0

The Board discussed days and time of the monthly meetings. Mrs. Rau moved to keep DHHS Grandvue meetings on the third Thursday of the month and change the time to 9:30 a.m.; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mrs. Jason moved to go into Closed Session at 11:17 a.m. at the request of Administrator Carol Timmer to discuss her annual review/wage/benefits; second by Mrs. Rau.

Mr. Sutliff: Yea

Mrs. Jason: Yea

Mrs. Rau: Yea

Mr. Sutliff, Mrs. Jason, Mrs. Rau, Commissioner Evans and Mrs. Timmer were present for the Closed Session.

Mrs. Rau moved to go back into Open Session at 11:25 a.m.; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mrs. Jason moved to approve the Administrator's benefit adjustment as presented; second by Mrs. Rau.

Yeas: 3

Nays: 0

The meeting adjourned at 11:33 a.m.

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