



**Board Meeting Minutes  
February 16, 2017**

**The Charlevoix County Department of Health and Human Services Board held its monthly meeting on Thursday, February 16, 2017, at Grandvue Medical Care Facility in East Jordan. The meeting was called to order by Oral Sutliff, Board Chair, at 9:30 am with the following persons also in attendance:**

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

There was no public comment.

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

Yeas: 3

Nays: 0

Mrs. Rau moved to approve the minutes from the January 19, 2017, regular meeting and closed session; second by Mrs. Jason.

Yeas: 3

Nays: 0

The Department Heads gave their reports.

Mrs. Timmer presented the Administrator's report.

Mrs. Jason moved to approve payment to the facility of \$2800 in available funds from the Joan R. and Charles M. Taylor, II Memorial Endowment-Grandvue Medical Care Facility Fund, to be used for Eden Alternative education and dementia training; second by Mrs. Rau.

Yeas: 3

Nays: 0

Mrs. Jason moved to approve adding \$400 from the Grandvue Endowment Fund to the fund's principal; second by Mrs. Rau.

Yeas: 3

Nays: 0

Mrs. Rau moved to receive the January 2017 financials; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mrs. Jason moved to approve the January 2017 bills in the amount of \$870,466.02; second by Mrs. Rau.

Yeas: 3

Nays: 0

Mrs. Rau moved to approve the transfer of funds from the Grandvue Capital Deprecation Account to the Grandvue Operating Account in the amount of \$2,537.94; second by Mrs. Jason.

Yeas: 3

Nays: 0

The Board reviewed the 2017 Strategic Planning Calendar.

Mrs. Jason moved to approve the following new policies:

- *Admissions*
- *Availability of Survey Results*
- *Company Issued Cell Phones*
- *Resident and Family Grievances*
- *Resident Right to Access and Visitation*
- *Resident Rights Regarding Treatment and Advance Directives;*

second by Mrs. Rau.

Yeas: 3

Nays: 0

Mrs. Rau moved to approve the following revised policies:

- *Treatment and Emergency Carts, Maintaining of*
- *Lab Work for New Admissions*
- *Medication Occurrences*
- *Pain Management*
- *Psychotherapeutic Medication Use;*

second by Mrs. Jason.

Yeas: 3

Nays: 0

Mrs. Jason moved to approve sunsetting the following policies:

- *Bath Schedules*
- *Bowel Assessment and Retraining*

- *Furniture, Rearranging of*
- *HIPAA Electronic Medical Record (EMR) System Backup*
- *Incentive Spirometers*
- *Michigan Do-Not-Resuscitate (DNR) Law*
- *Nurse Aide Preceptor/Mentor Program*
- *Podiatry Consultant*
- *Resistance to Care by Resident*
- *Room Changes;*

second by Mrs. Rau.

Yeas: 3

Nays: 0

The meeting adjourned at 11:09 a.m.

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