



**Board Meeting Minutes
March 16, 2017**

The Charlevoix County Department of Health and Human Services Board held its monthly meeting on Thursday, March 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:

- **Rose Rau, Board Member**
- **Joel Evans, Commissioner Liaison**
- **Carol Timmer, Administrator**
- **Linda Chew, Director of Nursing**
- **Andy Carlson, Dining Services Director**
- **Bonnie Hughey, Housekeeping and Laundry Director**
- **Carl Olstrom, Maintenance Director**
- **Steve Hoffman, Financial Services Director**
- **Jane Korthase, Human Resource Director**

Mary Jason, Vice Chair, was not present.

There was no public comment.

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

Yeas: 2

Nays: 0

Mrs. Rau moved to approve amended minutes from the February 16, 2017, regular meeting; second by Mr. Sutliff. Mrs. Jason's name was added to the attendance roll in the meeting minutes for February 16, 2017.

Yeas: 2

Nays: 0

The Department Heads gave their reports.

The Board reviewed the monthly Compliance Report.

Mrs. Rau moved to allow the Grandvue Terrace and Parks Fundraising Committee to apply for a grant from the Grand Traverse Band of Ottawa and Chippewa Indians 2% Allocation of Funds through the Charlevoix County Board of Commissioners; second by Mr. Sutliff.

Yeas: 2

Nays: 0

Mrs. Timmer presented the Administrator's Report.

Mrs. Rau moved to designate usage of the Chase House for educational purposes only; second by Mr. Sutliff.

Yeas: 2

Nays: 0

Mrs. Timmer discussed Strategic Planning with the Board. Department Heads are working through the Strategic Planning process and are planning to present goals to the Board at the June meeting in lieu of a special Strategic Planning session.

Mrs. Rau moved to receive the February 2017 financials; second by Mr. Sutliff.

Yeas: 2

Nays: 0

Mrs. Rau moved to approve the February 2017 bills in the amount of \$681,428.96; second by Mr. Sutliff.

Yeas: 2

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 \$160,939.00; second by Mr. Sutliff.

Yeas: 2

Nays: 0

The Board discussed the annual audit presentation. The audit presentation will be held following the regular DHHS Board meeting on May 18, 2017.

Mrs. Rau moved to approve revisions to the *Unused Medications, Disposal of* policy; second by Mr. Sutliff.

Yeas: 2

Nays: 0

Mrs. Rau moved to approve sunsetting the *Resident to Resident Abuse* policy; second by Mr. Sutliff.

Yeas: 2

Nays: 0

The meeting adjourned at 11:00 a.m.

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