



Board Meeting Minutes September 21, 2017

The Charlevoix County Department of Health and Human Services Board held its monthly meeting on Thursday, September 21, 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**
- **Steve Hoffman, Financial Services Director**
- **Jane Korthase, Human Resource Director**

There was no public comment.

Mrs. Jason moved to approve the agenda with the addition of:

- 2018 Budget discussion
- Annual Staff Appreciation discussion
- Closed Session to prepare for wage/benefit contract reopener;

second by Mrs. Rau.

Yeas: 3

Nays: 0

Mrs. Rau moved to approve the August 17, 2017, regular meeting minutes; second by Mrs. Jason.

Yeas: 3

Nays: 0

The Board reviewed department head reports.

Mrs. Timmer presented the Administrator's report.

Mrs. Jason moved to allow the payment of civil money penalties in the amount of \$32,017.05 from the Legal/Settlement Operating Account; second by Mrs. Rau.

Yeas: 3

Nays: 0

Steve Hoffman presented the August 2017 financial statements. He informed the Board that the state of Michigan will be changing their computer system, and this may result in

delayed Medicaid payments to facilities in October. He also stated that the Grandvue walk-in cooler is no longer functional or repairable. Sysco has provided the facility with a refrigerated trailer until the cooler can be replaced.

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

Yeas: 3

Nays: 0

Mrs. Rau moved to allow the facility to spend \$25,000 from the Operating Account for a new walk-in cooler; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mrs. Rau moved to approve the August 2017 bills in the amount of \$868,117.22; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mrs. Rau moved to approve the transfer of funds from the Grandvue Capital Depreciation Account to the Grandvue Operating Account in the amount of \$146,959.00; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mrs. Rau moved to allow the write-off of bad debt in the amount of \$158,209.92; second by Mrs. Jason.

Yeas: 3

Nays: 0

Steve Hoffman discussed the preliminary 2018 budgets. The Board will wait to approve the preliminary budget until further information in critical budgeting areas becomes available to the facility.

The Board discussed the annual holiday staff appreciation. The facility will finalize plans and present to the Board at the October meeting.

Mrs. Jason moved to go into Closed Session at 10:55 a.m. to discuss upcoming wage/benefit contract negotiations.

Mr. Sutliff: yea

Mrs. Rau: yea

Mrs. Jason: yea

Mrs. Jason moved to return to Open Session at 11:07 a.m.; second by Mrs. Rau.

yeas: 3

nays: 0

The Board discussed employee tuition reimbursement. Mrs. Jason moved to allow up to \$25,000 from the CPE Fund to be used for Grandvue employee tuition

reimbursement for the remainder of 2017 and for the 2018 fiscal year; second by Mrs. Rau.

Yeas: 3

Nays: 0

Mrs. Timmer informed the Board that the Grandvue Strategic Plan will be shared with the community in the 2016-2017 Annual Report.

Mrs. Jason moved to sunset the *Alcohol Consumption by Residents* policy; second by Mrs. Rau.

Yeas: 3

Nays: 0

The meeting adjourned at 11:17 a.m.

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