



Board Meeting Minutes October 19, 2017

The Charlevoix County Department of Health and Human Services Board held its monthly meeting on Thursday, October 19, 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**
- **Carol Timmer, Administrator**
- **Steve Hoffman, Financial Services Director**
- **Jane Korthase, Human Resource Director**

Joel Evans, Commissioner Liaison, was not present.

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 September 21, 2017, Regular and Closed Session 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 approve a holiday appreciation gift in the amount of \$75 for each staff member to be included with payroll on November 8, 2017; second by Mrs. Rau.

Yeas: 3

Nays: 0

Mrs. Rau moved to approve tuition reimbursement funds for RN Courtney Mullens in the amount of \$500 with a contractual agreement that she work a minimum of 500 hours for the facility upon the receipt of the funds; second by Mrs. Jason.

Yeas: 3

Nays: 0

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

Yeas: 3

Nays: 0

Mrs. Jason moved to approve the increase in Neighborhood Assistant FTE positions from 2.5 to 4.0, effective immediately; second by Mrs. Rau.

Yeas: 3

Nays: 0

Mrs. Jason moved to approve the September 2017 bills in the amount of \$1,206,014.81; second by Mrs. Rau.

Yeas: 3

Nays: 0

Mrs. Jason moved to approve the transfer of funds from the Grandvue Capital Depreciation Account to the Grandvue Operating Account in the amount of \$18,914.20; second by Mrs. Rau.

Yeas: 3

Nays: 0

Mrs. Rau moved to approve the private pay rate to \$310 per day effective December 1, 2017; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mrs. Jason moved to go into Closed Session at 10:45 a.m. to discuss upcoming wage/benefit contract negotiations; second by Mrs. Rau.

Mr. Sutliff: yea

Mrs. Rau: yea

Mrs. Jason: 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 11:16 a.m.; second by Mrs. Rau.

Yeas: 3

Nays: 0

Steve Hoffman discussed the draft Operating and Capital Budgets for 2018.

Mrs. Jason moved to revise the *Discharge Planning Processes, Grandvue Employee Compassionate Support Program, Harassment of Employees, and Screening and Conducting Background Check of Potential Employees* policies; second by Mrs. Rau.

Yeas: 3

Nays: 0

Mrs. Jason moved to sunset the *Wellness Program and Committee* policy; second by Mrs. Rau.

Yeas: 3

Nays: 0

The meeting adjourned at 11:27 a.m.

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