



**Board Meeting Minutes
February 15, 2018**

The Charlevoix County Department of Health and Human Services Board held its monthly meeting on Thursday, February 15, 2018, 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 following additions: Office Coordinator position discussion and new *Reporting Reasonable Suspicion of a Crime* policy; second by Mrs. Rau.

Yeas: 3

Nays: 0

Mrs. Jason moved to approve the January 24, 2018, meeting minutes; second by Mrs. Rau.

Yeas: 3

Nays: 0

The Board reviewed department head reports.

Steve Hoffman presented a request to add an Office Coordinator position to the facility's staff. This position would replace the Office Specialist and provide day-to-day supervision and support to the general business office staff.

Mrs. Jason moved to approve the addition of an Office Coordinator position to Grandvue's staff; second by Mrs. Rau.

Yeas: 3

Nays: 0

Mrs. Timmer presented the Administrator's report.

Mrs. Rau moved to approve payment to the facility of \$2700 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. Jason.

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. Jason moved to receive the January 2018 financial reports; second by Mrs. Rau.

Yeas: 3

Nays: 0

Mrs. Jason moved to approve the January 2018 bills in the amount of \$1,016,741.35; second by Mrs. Rau.

Yeas: 3

Nays: 0

Mrs. Rau moved to allow the transfer of funds from the Grandvue Capital Depreciation Account to the Grandvue Operating Account in the amount of \$18,850.75; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mrs. Rau moved to allow the transfer of funds from the Memorial Account General Fund to open a Grandvue Foundation checking/share account in the amount of \$505; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mrs. Rau moved to approve revisions to the *Bed Hold* policy; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mrs. Rau moved to approve the new *Reporting Reasonable Suspicion of a Crime* policy; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mrs. Jason moved to go into closed session at 11:09 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.

Mr. Sutliff called the meeting back into Open Session at 11:33 a.m.

Mrs. Jason moved to approve the Administrator's wage adjustment as presented; second by Mr. Sutliff.

Yeas: 3

Nays: 0

The meeting adjourned at 11:35 a.m.

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

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