GRANDVUE

Charlevoix County Medical Care Facility
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Board Meeting Minutes
June 19, 2025

The Charlevoix County Department of Health and Human Services Board held its regular monthly meeting on Thursday, April 17, 2025, at the facility. The following persons were in attendance:

- **Mary Jason, Board Chair**
- **Paul Andrews, Vice Chair**
- **Joe Taylor, Administrator**
- **Steve Hoffman, Financial Services Director**

Tory Thrush, Board Member, and Joshua Chamberlain, County Commissioner Liaison were not present.
Guest: Lisa Dunson, Activity Director

Mrs. Jason called the meeting or order at 9:10 a.m.

There was no public comment.

Lisa Dunson gave an update on the Activity Department including plans for the upcoming Senior Prom, the new Horizonvue Sensory Room, the impact of the roof replacement on Residents and the Activity Tech position. She left the meeting at 9:23 a.m.

Mr. Andrews moved to approve the agenda with the addition of a discussion about an Operating Budget increase to fund the payroll system change to Paycom; second by Mrs. Jason.
Yeas: 2
Nays: 0

Mr. Andrews moved to approve the minutes of the May 15, 2025, meeting; second by Mrs. Jason.
Yeas: 2
Nays: 0

The Board reviewed the Department Head Reports.

The Board reviewed the Administrator's Report.

Mrs. Jason moved to receive the May financial reports; second by Mr. Andrews.
Yeas: 2
Nays: 0

Mrs. Jason moved to approve an increase in the 2025 Operating Budget by $50,000 to fund the change in payroll vendors from MatrixCare to Paycom; second by Mr. Andrews.
Yeas: 2
Nays: 0

Mrs. Jason moved to approve payment of the May bills in the amount of $1,073,521.86; second by Mr. Andrews.
Yeas: 2
Nays: 0

Mr. Andrews moved to allow the transfer of funds from the Grandvue Capital Depreciation Account to the Grandvue Operating Account in the amount of $45, 250.27; second by Mrs. Jason.
Yeas: 2
Nays: 0

Mrs. Jason moved to go into Closed Session at 10:42 a.m. at the request of Joe Taylor to discuss the Administrator' Contract; second by Mr. Andrews.
Mrs. Jason: yea
Mr. Andrews: yea

Mrs. Jason, Mr. Andrews and Joe Taylor were present for the Closed Session.

Mrs. Jason called the meeting back into Open Session at 10:55 a.m.

Mrs. Jason moved to approve the action recommended in Closed Session; second by Mr. Andrews.
Yeas: 2
Nays: 0

The meeting adjourned at 11:00 a.m.

Respectfully submitted,
Joe Taylor, Administrator