



Board Meeting Minutes August 21, 2025

The Charlevoix County Department of Health and Human Services Board held its regular monthly meeting on Thursday, August 21, 2025, at the facility. The following persons were in attendance:

- **Mary Jason, Board Chair**
- **Paul Andrews, Vice Chair**
- **Tory Thrush, Board Member**
- **Josh Chamberlain, County Commissioner Liaison**
- **Joe Taylor, Administrator**
- **Steve Hoffman, Financial Services Director**

Guest: Marie Jones, Social Services Director in training

Mrs. Jason called the meeting to order at 9:05 a.m.

There was no public comment.

Marie Jones introduced herself to the Board. She will become Social Services and Admission Director when Scott Southwell steps down from his role.

Mr. Thrush moved to approve the agenda with the addition as presented; second by Mr. Andrews.

Yeas: 3

Nays: 0

Mr. Thrush moved to approve the minutes of the July 17, 2025, regular meeting; second by Mr. Andrews.

Yeas: 3

Nays: 0

The Board reviewed the Department Head Reports.

Joe Taylor presented the Administrator's Report.

Mr. Andrews moved to receive the July financial reports; second by Mr. Thrush.

Yeas: 3

Nays: 0

Mr. Andrews moved to approve the Capital Budget change to reallocate \$28,000 from the Parking Lot Drain Project to the Courtyard Improvement and Gazebo Project; second by Mr. Thrush.

Yeas: 3

Nays: 0

Mr. Thrush moved to approve payment of the July bills in the amount of \$1,075,564.58; second by Mr. Andrews.

Yeas: 3

Nays: 0

Mr. Thrush moved to allow the transfer of funds from the Grandvue Capital Depreciation Account to the Grandvue Operating Account in the amount of \$62,423.74; second by Mr. Andrews.

Yeas: 3

Nays: 0

Mr. Thrush moved to approve revision to the *Computer Usage Policy* and *HIPAA Business Associates* policy; second by Mr. Andrews.

Yeas: 3

Nays: 0

Mr. Andrews moved to sunset the *Heimlich Maneuver* and *Tracheal Suctioning* policies; second by Mr. Thrush.

Yeas: 3

Nays: 0

The meeting adjourned at 11:30 a.m.

Respectfully submitted,
Joe Taylor, Administrator