



Board Meeting Minutes April 16, 2026

The Charlevoix County Department of Health and Human Services Board held its rescheduled monthly meeting on Thursday, April 16, 2026, at the facility. The following persons were in attendance:

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

Kimberly Gady, Admissions Coordinator RN was present as a guest.

Mrs. Jason called the meeting to order at 9:00 a.m.

There was no public comment.

Kimberly Gady, Admissions Coordinator RN, introduced herself to the Board and described her past service and current responsibilities. She informed the Board of the types of long-term care admissions and placement determination. Kimberly left the meeting at 9:15 a.m.

Mr. Thrush moved to approve the agenda with the notation that there was no capital transfer for March; second by Mr. Andrews.

Yeas: 3

Nays: 0

Mr. Andrews moved to approve the minutes of the March 27, 2026, rescheduled regular meeting; second by Mr. Thrush.

Yeas: 3

Nays: 0

The Board reviewed the Department Head Reports.

The Board reviewed the Administrator's Report.

Mr. Thrush moved to receive the March 2026 financial reports; second by Mr. Andrews.

Yeas: 3

Nays: 0

Mr. Thrush moved to approve payment of the March 2026 bills in the amount of \$943,115.72; second by Mr. Thrush.

Yeas: 3

Nays: 0

Mr. Andrews moved to approve new policies:

- *HIPAA Breach Notification*
- *HIPAA Privacy Policy*
- *HIPAA Security Policy*

second by Mr. Thrush.

Yeas: 3

Nays: 0

Mr. Andrews moved to approve revised policies:

- *HIPAA Business Associates*
- *HIPAA Notice of Privacy Practices*
- *Legal Guidelines and Responsibilities during Investigations by Governmental Entities*
- *Reporting and Investigation of Fraud, Misconduct, Unethical or Illegal Conduct*

Second by Mr. Thrush.

Yeas: 3

Nays: 0

Mr. Andrews moved to sunset policies:

- *Electronic Transmission of Protected Health Information (PHI)*
- *Facility Privacy Practices (HIPAA) Education*
- *HIPAA Accounting of Disclosures of Protected Health Information (PHI)*
- *HIPAA Amendment of Protected Health Information (PHI)*
- *HIPAA Minimum Necessary Uses and Disclosures of Protected Health Information (PHI)*
- *HIPAA Privacy Sanctions*
- *HIPAA Protected Health Information Access (Viewing/Release)*
- *HIPAA Retention and Destruction of Protected Health Information*
- *HIPAA Safeguarding and Storing Protected Health Information (PHI) (Active, Inactive and Closed Medical Records)*
- *HIPAA Verification of Identity and of Officials Requesting Protected Health Information (PHI)*

The meeting adjourned at 10:30 a.m.

Respectfully submitted,
Jane Korthase, Human Resource Director