Charlevoix County Medical Care Facility

Board Meeting Minutes
May 21, 2026

The Charlevoix County Department of Health and Human Services Board held its rescheduled monthly meeting on Thursday, May 21, 2026, at the facility. The following persons were in attendance:

- **Mary Jason, Board Chair**
- **Paul Andrews, Vice Chair**
- **Tory Thrush, Board Member**
- **Joe Taylor, Administrator**
- **Steve Hoffman, Financial Services Director**
- **Jane Korthase, Human Resource Director**

Josh Chamberlain, Charlevoix County Commissioner Liaison, was not present.
Guests:

- **Belinda Sheridan, SEIU Union Steward**
- **Nancy Hebert, SEIU Representative**
- **Rick Hebert**
- **Nick Maeder, Plante Moran**
- **Alex Eveleigh, Plante Moran**
- **Regina Inman, Office Coordinator**
- **Neil McDonald, Maintenance Director**

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

Belinda Sheridan and Nancy Hebert addressed the Board regarding the facility's Attendance Policy.

Ms. Sheridan, Mrs. Hebert and Mr. Hebert left the meeting at 9:12 a.m.

Mr. Thrush moved to approve the amended agenda with the addition of audit approval; second by Mr. Andrews.
Yeas: 3
Nays: 0

Nick Maeder presented the 2025 financial audit. He thanked the facility's audit team for their responsiveness in preparing for the audit under new GASB standard. The Plante Moran team left the meeting at 10:00 a.m. Regina Inman and Neil McDonald also left the meeting following the audit presentation.

Mr. Thrush moved to approve the minutes of the April 16, 2026, regular meeting; second by Mr. Andrews.
Yeas: 3
Nays: 0

The Board reviewed the Department Head Reports.

The Board reviewed the Administrator's Report.

The Board reviewed the materials for the Administrator's Annual Review that will be addressed during the June meeting.

Mr. Thrush left the meeting at 10:35 a.m.

Mrs. Jason moved to receive the April 2026 financial reports; second by Mr. Andrews.
Yeas: 2
Nays: 0

Mr. Andrews moved to transfer $25,000 from the CPE Account to cover employee tuition reimbursement requests in 2026 and $25,000 from the CPE Account to cover employee tuition reimbursement requests in 2027; second by Mrs. Jason.
Yeas: 2
Nays: 0

Mrs. Jason moved to approve the transfer of the annual CPE reconciliation in the amount of $1,302,014.39 to the Grandvue MCF Operating account; second by Mr. Andrews.
Yeas: 2
Nays: 0

The Board discussed progress on the Employee Retention Credit project.

Mr. Andrews moved to approve the 2025 financial audit; second by Mrs. Jason.
Yeas: 2
Nays: 0

The Board discussed an employee tuition reimbursement request. Mrs. Jason moved to table a vote on the request until the June 2026 meeting.

Mr. Andrews moved to approve payment of the April 2026 bills in the amount of $1,313,898.68; second by Mrs. Jason.
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 $148,110.00; second by Mrs. Jason.
Yeas: 2

Nays: 0

The meeting adjourned at 11:40 a.m.

Respectfully submitted,
Jane Korthase, Human Resource Director