Charlevoix County Medical Care Facility

Board Meeting Minutes
September 17, 2026

The Charlevoix County Department of Health and Human Services Board held its regular monthly meeting on Thursday, September 17, 2026, at the facility. The following persons were in attendance:

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

Members of the public:

- **Nancy Hebert, SEIU**
- **Belinda Sheridan, Union Steward**
- **Kaycie Overmyer, Union Steward**

Guest speaker: Monica Robbins, Care Coordinator RN

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

Nancy Hebert, SEIU Representative, asked questions regarding distribution of the ERC funds in regard to the bonuses approved by the Board in previous months. It was explained that the bonuses are contingent upon receipt of the ERC funds from the IRS.

Tim Kenney introduced himself as County Commissioner and Board Liaison.

Monica Robbins introduced herself as a new Care Coordinator at Grandvue. Monica has been a caregiver at Grandvue for 21 years, starting as a CNA and progressing through the Neighborhood LPN and RN roles to her current position on the leadership team. Monica left the meeting at 9:05 am.

Mr. Thrush moved to approve the agenda; second by Mr. Andrews.
Yeas: 3
Nays: 0

Mr. Thrush moved to approve the minutes of the August 20, 2026, regular meeting; second by Mr. Andrews.
Yeas: 3

Nays: 0

The Board reviewed the Department Head Reports. Jane Korthase discussed the need to amend plan documents for the MERS Defined Contribution plan. As the MERS plan sponsor, the Charlevoix County Commissioners will need to approve the amendments.

The Board reviewed the Administrator's Report.

The Board signed the updated Grandvue Board Rules of Procedure.

The Board discussed a recent letter received from a former Grandvue employee.

Nancy Hebert, Kaycie Overmyer and Belinda Sheridan left the meeting at 9:50 am.

Mr. Thrush moved to receive the August 2026 financial reports; second by Mr. Andrews.
Yeas: 3
Nays: 0

Mr. Andrews moved to approve payment of the August 2026 bills in the amount of $1,112,329.27; second by Mr. Thrush.
Yeas: 3
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 $67,464.60; second by Mr. Thrush.
Yeas: 3
Nays: 0

Mr. Thrush moved to approve revisions to the following policies:

- *Employee Incident Reports*
- *Freedom of Information Act*
- *Pre-Employment (Post Job Offer) Health Screening*
- *Screening and Conducting Background Checks of Potential Employees;*

Second by Mr. Andrews.
Yeas: 3
Nays: 0

The meeting adjourned at 10:30 a.m.

Respectfully submitted,
Jane Korthase, Human Resource Director