



**Board Meeting Minutes
July 21, 2011**

The Charlevoix County Department of Human Services Board held its regularly scheduled meeting on Thursday, July 21, 2011, at Grandvue Medical Care Facility in East Jordan. The meeting was called to order by Oral Sutliff, Chairperson, at 9:00 a.m. with the following persons also in attendance: Bill Olstrom, Board Member; Joel Evans, Commissioner Liaison; Maureen Radke, Charlevoix County Community Foundation; Judith Martin, Interim Administrator; Carol Timmer, Director of Nursing; Mike Stephenson, Financial Services Director; Linda Mansfield, Social Services Director; Carl Olstrom, Maintenance Supervisor; Mary Stahl, Activity Director; and Jane Korthase, Acting Recording Secretary. Carl Bloom, Board Vice Chair, was absent.

There was no public comment.

Mr. B. Olstrom moved to approve the agenda with changes; second by Mr. Sutliff.
Yeas: 2 Nays: 0

Mr. B. Olstrom moved to approve the June 16, 2011, regular meeting minutes with correction; second by Mr. Sutliff.
Yeas: 2 Nays: 0

Mr. B. Olstrom moved to approve the June 16, 2011, closed session minutes; second by Mr. Sutliff.
Yeas: 2 Nays: 0

Mr. B. Olstrom moved to approve the July 13, 2011, special meeting minutes; second by Mr. Sutliff.
Yeas: 2 Nays: 0

Mr. B. Olstrom moved to approve the July 14, 2011, special meeting minutes; second by Mr. Sutliff.
Yes: 2 Nays: 0

The Board reviewed Department Head reports.

Maureen Radke of the Charlevoix County Community Foundation presented the Board with a check representing the \$11,000 grant the Foundation has awarded Grandvue for

architectural drawings and site plans for the Grandvue Terrace and Recreation Park. Resident Phyllis Tisron joined Ms Radke and the Board for a picture.

Mr. B. Olstrom moved to allow the June 2011 bills in the amount of \$752,873.52; second by Mr. Sutliff.

Yeas: 2 Nays: 0

Mr. B. Olstrom moved to receive the June 2011 financial reports; second by Mr. Sutliff.

Yeas: 2 Nays: 0

Mr. B. Olstrom moved to approve the capital transfer in the amount of \$7994 and the memorial transfer in the amount of \$1922; second by Mr. Sutliff.

Yeas: 2 Nays: 0

Mr. B. Olstrom moved to approve the Capitalization of Fixed Assets Policy with an effective date of January 1, 2011; second by Mr. Sutliff.

Yeas: 2 Nays: 0

Mrs. Martin presented the Administrator's Report. The Board supported the proposed plans for Board approval of contracts, utilization of a decision paper for purchases and projects, and updating the format for monthly Board packets. The Board members accepted the invitation to attend weekly department head meetings.

Mr. B. Olstrom moved to go into closed session at the request of Carol Timmer to discuss the draft administrator's contract and attorney recommendations in an ongoing litigation; second by Mr. Sutliff.

Mr. Sutliff: Yea

Mr. B. Olstrom: Yea

Mr. B. Olstrom moved to leave closed session at 10:42 a.m.; second by Mr. Sutliff.

Yeas: 2 Nays: 0

The Board set a tentative meeting for 9:00 a.m. on August 4, 2011, to finalize the administrator's contract with Carol Timmer.

The Board provided direction for Attorney Mike Distel to move forward in the unemployment litigation in the case of Patricia Wiltse.

Meeting adjourned at 10:42 a.m.

Respectfully submitted,

Judy Martin, Recording Secretary

Oral Sutliff, Board Chair

CC: Joel Evans
Vicki Dahl
Charlevoix County Clerk