



**Board Meeting Minutes
July 19, 2012**

The Charlevoix County Department of Human Services Board held its regularly scheduled meeting on Thursday, July 19, 2012, at Grandvue Medical Care Facility in East Jordan. The meeting was called to order by Carl Bloom, Chairperson, at 9:00 a.m. with the following persons also in attendance: Bill Olstrom, Vice Chair; Bob Pawlus, Board Member; Joel Evans, Commissioner Liaison; Carol Timmer, Administrator; Jean Johnson, Assistant Director of Nursing; Amy Mayes, Support Services Director; Mary Stahl, Activity Director; Linda Mansfield, Social Work and Admission Director; Carl Olstrom, Maintenance Director; Mike Stephenson, Financial Services Director; and Jane Korthase, Acting Recording Secretary. Bill Lutz, Optimum Solutions, was also present

There was no public comment.

Mr. B. Olstrom moved to approve the agenda; second by Mr. Pawlus.

Yeas: 3 Nays: 0

Mr. Pawlus moved to approve the June 21, 2012, Meeting Minutes; second by Mr. B. Olstrom.

Yeas: 3 Nays: 0

The Department Heads presented their reports. Bill Lutz updated the Board on the restaurant style dining project, designed to support and enhance person centered care and the Eden principles. The project continues to move forward as planned, and recruitment of an executive chef is proceeding.

Mr. B. Olstrom moved to approve a capital expenditure exchange with an additional \$1339.07 to fund the restaurant style dining project; second by Mr. Pawlus.

Yeas: 3 Nays: 0

Mr. B. Olstrom moved to approve the revised *Heimlich Maneuver* policy; second by Mr. Pawlus.

Yeas: 3 Nays: 0

Mike Stephenson presented the June financial highlights. Due to cost containments and full census, the facility is exceeding budgeted projections. Mr. B. Olstrom moved to receive the June 2012 Financial Statements; second by Mr. Pawlus.

Yeas: 3 Nays: 0

Mr. B. Olstrom moved to approve the June 2012 bills in the amount of \$575,322.95; second by Mr. Pawlus.

Yeas: 3 Nays: 0

Mrs. Timmer presented the Administrator's Report. Mark Robinson, landscape architect, has written an article entitled "Making Communities Better Places with Parks," and he mentions the plans for Grandvue's Terrace and Recreation Park. Mrs. Timmer attended the Michigan County Medical Care Facilities Council conference, and compliance in billing continues to be a growing area of concern in the long term care community. Grandvue will be restructuring its compliance program to ensure it is effective and protects the facility and its assets. Mrs. Timmer also attended a session on earning commitment and trust from staff; the department head team will be exploring ideas presented in conjunction with the results of the annual staff satisfaction survey.

At the request of Carol Timmer, Mr. Bloom moved to go into closed session at 11:25 a.m. for the purpose of discussing the administrator's performance evaluation.

Mr. Bloom: yea

Mr. B. Olstrom: yea

Mr. Pawlus: yea

Mr. Pawlus moved to return to open session at 11:40 a.m.; second by Mr. B. Olstrom.

Yeas: 3 Nays: 0

Mr. Pawlus moved to develop performance evaluation materials to discuss at the August and September 2012 meeting with the plan of performing the administrator's evaluation during the October 2012 board meeting; second by Mr. B. Olstrom.

Yeas: 3 Nays: 0

The Board discussed the appointment of Pat Simmons as permanent director of the Department of Human Services.

Mr. Pawlus moved to adjourn the meeting at 11:45 a.m.; second by Mr. B. Olstrom.

Yeas: 3 Nays: 0

Respectfully submitted,

Carol Timmer, Recording Secretary
Carl Bloom, Board Chair