



## **Board Meeting Minutes October 18, 2012**

**The Charlevoix County Department of Human Services Board held its regularly scheduled meeting on Thursday, October 18, 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; Mike Stephenson, Financial Services Director; Jean Johnson, Interim Director of Nursing; Carl Olstrom, Maintenance Director; Mary Stahl, Activity Director; and Jane Korthase, Acting Recording Secretary. Oral Sutliff was also present.**

Mr. Bloom welcomed Mr. Sutliff and congratulated him on his appointment to the DHS Board, effective November 2012. Mr. Sutliff stated that he could never replace Carl Bloom's knowledge and experience.

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

Yeas: 3

Nays: 0

Mr. B. Olstrom moved to approve the September 20, 2012, regular meeting minutes; second by Mr. Pawlus.

Yeas: 3

Nays: 0

Mr. Pawlus moved to approve the September 20, 2012, closed session minutes for collective bargaining; second by Mr. B. Olstrom.

Yeas: 3

Nays: 0

Mr. B. Olstrom moved to approve the September 20, 2012, closed session minutes for administrator's review; second by Mr. Pawlus.

Yeas: 3

Nays: 0

Mr. Pawlus moved to approve the October 9, 2012, special meeting minutes; second by Mr. B. Olstrom.

Yeas: 3

Nays: 0

Mr. B. Olstrom moved to approve the October 9, 2012, closed session minutes; second by Mr. Pawlus.

Yeas: 3

Nays: 0

The department heads presented their reports to the Board.

Mr. B. Olstrom moved to approve revisions to the *Skin and Wound Care* and *Resident Utensils, Cleaning of* policies; second by Mr. Pawlus.

Yeas: 3

Nays: 0

Mike Stephenson presented the September financial highlights. Mr. B. Olstrom moved to receive the September financial statements; second by Mr. Pawlus.

Yeas: 3

Nays: 0

Mr. B. Olstrom moved to approve the September bills in the amount of \$584,352.19; second by Mr. Pawlus.

Yeas: 3

Nays: 0

Mr. Pawlus moved to approve the capital transfer in the amount of \$84,955.69; second by Mr. B. Olstrom.

Yeas: 3

Nays: 0

Mrs. Timmer presented her Administrator's Report along with a recommendation for the reorganization of Grandvue's Chain of Support. Support Services Director Amy Mayes has submitted her resignation due to her family's relocation. As a result, Mrs. Timmer recommends establishing Dining Services Director and Housekeeping/Laundry Director positions. A contracted Registered Dietician will provide the required clinical dietary services. The facility will be moving away from the traditional nursing leadership model with the establishment of a Health Services Administrator position. Lifestyle Facilitators will be taking on an increased supervisory role within their respective neighborhoods. Creation of the three new positions will result in a cost savings to the facility.

Mr. B. Olstrom moved to approve the creation of the Dining Services Director, Housekeeping and Laundry Director and Health Services Administrator positions; second by Mr. Pawlus.

Yeas: 3

Nays: 0

The Board discussed progress on the development of the 501 (c) 3. With restaurant style dining and nursing department reorganization as priorities, the 501 (c) 3 board development will resume in spring 2013.

Mr. Pawlus moved to adjourn the meeting at 11:35 a.m.; second by Mr. Olstrom.

Yeas: 3

Nays: 0

Respectfully submitted,

Carol Timmer, Recording Secretary  
Carl Bloom, Board Chair