



**Board Meeting Minutes
February 21, 2013**

The Charlevoix County Department of Human Services Board held its regular monthly meeting on Thursday, February 21, 2013, at Grandvue Medical Care Facility in East Jordan. The meeting was called to order by Bill Olstrom, Chairperson, at 9:00 a.m. with the following persons also in attendance: Oral Sutliff, Board Member; Joel Evans, Commissioner Liaison; Carol Timmer, Administrator; Carl Olstrom, Maintenance Director; Mary Stahl, Activity Director; Bonnie Hughey, Housekeeping and Laundry Director; Pam Cousineau, Health Services Administrator; Andy Carlson, Dining Services Director; Mike Stephenson, Financial Services Director; Linda Mansfield, Social Work and Admissions Director; Linda Chew, Interim Director of Nursing; Diane Kilkenny, Clinical Advisor; and Jane Korthase, Acting Recording Secretary. Bob Pawlus, Vice Chair, was absent.

There was no public comment.

Mr. Sutliff moved to approve the agenda with the additions of bad debt write off and request for funds for Lean Health Care education; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mr. Sutliff moved to approve the January 17, 2013, meeting minutes; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mr. Sutliff moved to approve the January 17, 2013, Closed Session meeting minutes; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

The department heads presented their reports to the Board.

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

Yeas: 2

Nays: 0

Mr. Sutliff moved to approve the January bills in the amount of \$690,791.33; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mr. Sutliff moved to approve the write-off of bad debt in the amount of \$4,688.24; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mr. Sutliff moved to approve the request for funds of \$30,000 for Lean Health Care education and training; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mrs. Timmer presented her Administrator's Report:

- Two facility reported incidents were investigated and cleared in January
- The facility is conducting a market study in conjunction with Plante & Moran that will assist with setting strategic planning goals
- The facility has established service, quality, staff, financial and growth goals for 2013
- The Michigan County Medical Care Facilities Council has selected photographs of Grandvue's staff and residents for inclusion in their new Legislative Priorities brochure

Mr. B. Olstrom shared information from the DHS meeting, including Bay Bluffs Foundation fundraiser, Charlevoix/Emmet County Resource List, and a scholarship for DHS/MCF staff members and their families.

The meeting was adjourned at 11:40 a.m.

Respectfully submitted,

Carol Timmer, Recording Secretary

Bill Olstrom, Board Chair