



**Board Meeting Minutes  
June 20, 2013**

**The Charlevoix County Department of Human Services Board held its monthly meeting on Thursday, June 20, 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: Bob Pawlus, Vice Chair; Oral Sutliff, Board Member; Joel Evans, Commissioner Liaison; Carol Timmer, Administrator; Carl Olstrom, Maintenance Director; Bonnie Hughey, Housekeeping and Laundry Director; Mary Stahl, Activity Director; Diane Kilkenny, Clinical Advisor; and Jane Korthase, Acting Recording Secretary.**

There was no public comment.

Mr. Sutliff moved to approve the agenda as presented; second by Mr. Pawlus.

Yeas: 3

Nays: 0

Mr. Pawlus moved to approve the May 16, 2013, meeting minutes; second by Mr. Sutliff.

Yeas: 3

Nays: 0

The Department Heads presented their reports.

Mr. Sutliff moved to receive the May financial reports; second by Mr. Pawlus.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the May bills in the amount of \$644,434.71; second by Mr. Pawlus.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the capital transfer in the amounts of \$38,061.88; second by Mr. Pawlus.

Yeas: 3

Nays: 0

Mrs. Timmer presented her Administrator's Report:

- The market study prepared by Plante Moran has been completed, and a draft copy has been distributed to Board members. The next step is to meet with a representative of Plante Moran to discuss their findings.
- The application for license to solicit donations was sent to the Attorney General on June 10.
- The Board reviewed updated drawings of the Grandvue Terrace and Recreational Park.

Mr. Sutliff moved to approve the use of undesignated Memorial Account funds in the amount of \$25,000 for the Grandvue Terrace and Recreational Park; second by Mr. Pawlus.

Yeas: 3

Nays: 0

The Board will have a special informational meeting at 10:00 a.m. on Tuesday, June 25, with a representative from the Municipal Employees Retirement System.

The meeting was adjourned at 12:30 p.m.

Respectfully submitted,

Carol Timmer, Recording Secretary  
Bill Olstrom, Board Chair