



## **Board Meeting Minutes December 18, 2014**

**The Charlevoix County Department of Human Services Board held its regular meeting on Thursday, December 18, 2014, at Grandvue Medical Care Facility in East Jordan. The meeting was called to order by Bill Olstrom, Board Chair, at 9:00 am with the following persons also in attendance:**

- **Oral Sutliff, Vice Chair**
- **Mary Jason, Board Member**
- **Carol Timmer, Administrator**
- **Ron Oja, Health Services Administrator**
- **Linda Chew, Compliance RN**
- **Linda Mansfield, Social Work and Admissions Director**
- **Andy Carlson, Dining Services Director**
- **Bonnie Hughey, Housekeeping and Laundry Director**
- **Carl Olstrom, Maintenance Director**
- **Lisa Dunson, Activity Director**
- **Steve Hoffman, Financial Services Director**
- **Jane Korthase, Human Resource Director and Acting Recording Secretary**

**Joel Evans, Commissioner Liaison, was not present. Troy Thomas was present as a guest.**

There was no public comment. Mr. B. Olstrom introduced Troy Thomas, East Jordan Street Superintendent. Mr. Thomas is a member of Leadership Charlevoix County, and Mr. B. Olstrom has been working with him as a mentor.

Mr. Sutliff moved to approve the agenda; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mrs. Jason moved to approve the November 20, 2014, Board Meeting Minutes; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Ron Oja introduced himself as Grandvue's Health Services Administrator. The Department Heads gave their reports.

Lisa Dunson requested an explanation of the Grandvue Terrace and Recreation Park program for Mr. Thomas. Linda Mansfield provided background, scope and progress of the project.

Mr. Sutliff reviewed Grandvue's Employee of the Year process and informed the Board that Diane Arnott, CNA, was awarded the honor for 2014.

Mr. Sutliff moved to approve changes to the following policies:

- *Food Temperatures*
- *Physician Services*
- *Falls: Assessment, Evaluation, Prevention and Management of*
- *Tuberculin and Skin Testing*
- *Clean Dressing Changes*
- *Food, Beverages and Personal Items in Work Areas*

and to sunset the following policies:

- *Dining and Food Service*
- *Salt Substitute, Use of*
- *Suspected Stolen Items*
- *Toothbrushes, Care of*
- *Debrox Otic Drops Protocol and Ear Irrigation*
- *Cascade Sit-Bath System 6900, Care and Disinfecting of*
- *Apollo Brite Lite IV Light Therapy;*

second by Mrs. Jason.

Yeas: 3

Nays: 0

Steve Hoffman presented the financial reports.

Mrs. Jason moved to receive the November 2014 financial reports; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the November bills in the amount of \$572,247.14; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mrs. Jason moved to approve the capital transfer in the amount of \$32,535.73; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the write off of bad debt in the amount of \$126,954.44; second by Mrs. Jason.

Yeas: 3

Nays: 0

Steve Hoffman presented a quarterly strategic plan update. Expenses are being recalculated to reflect costs per patient/resident day. The annual strategic planning session with representatives from Grandvue's accounting firm and legal council is being planned for June 2015.

Linda Chew presented her Compliance Report.

Mrs. Timmer presented her Administrator's Report.

The Board will hold a special meeting regarding the Collective Bargaining Agreement wage reopener at 9:30 a.m. on Monday, December 29.

The meeting was adjourned at 1:10 p.m.

Respectfully submitted,  
Carol Timmer, Recording Secretary  
Bill Olstrom, Board Chair