



**Board Meeting Minutes  
May 21, 2015**

**The Charlevoix County Department of Human Services Board held its regular meeting on Thursday, May 21, 2015, 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**
- **Joel Evans, Commissioner Liaison**
- **Carol Timmer, Administrator**
- **Ron Oja, Health Services Administrator**
- **Diane Kilkenny, Clinical Advisor**
- **Linda Chew, Compliance RN**
- **Andy Carlson, Dining Services Director**
- **Carl Olstrom, Maintenance Director**
- **Lisa Dunson, Activity Director**
- **Steve Hoffman, Financial Services Director**
- **Jane Korthase, Human Resource Director and Acting Recording Secretary**

There was no public comment.

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

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the May 5, 2015, Special Board Meeting Minutes; second by Mrs. Jason.

Yeas: 3

Nays: 0

The Department Heads presented their reports.

Linda Chew presented the Compliance Report.

Mr. Sutliff moved to approve revision to the *Cardioactive Drugs and Recording Pulse Rates* policy and to sunset the *Drinking Water for Residents and Shower Chairs and Shower Stalls, Cleaning of* policies; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mr. Sutliff moved to receive the April financial reports; second by Mrs. Jason.  
Yeas: 3  
Nays: 0

Mr. Sutliff moved to approve the April bills in the amount of \$766,061.40; second by Mrs. Jason.  
Yeas: 3  
Nays: 0

Mrs. Jason moved to approve the Capital Transfer in the amount of \$855.75; second by Mr. Sutliff.  
Yeas: 3  
Nays: 0

Mr. Sutliff moved to approve the Memorial Transfer in the amount of \$5,281.50; second by Mrs. Jason.  
Yeas: 3  
Nays: 0

The Board discussed the June 23, 2015, Strategic Planning Session.

Ron Oja presented the Health Services Administrator's Report.

Mrs. Timmer presented the Administrator's Report.

The meeting was adjourned at 12:20 p.m.

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