



## **Board Meeting Minutes November 15, 2018**

**The Charlevoix County Department of Health and Human Services Board held its monthly meeting on Thursday, November 15, 2018, at Grandvue Medical Care Facility in East Jordan. The meeting was called to order by Mary Jason, Vice Chair, at 9:30 am with the following persons also in attendance:**

- **Rose Rau, Board Member**
- **Carol Timmer, Administrator**
- **Jane Korthase, Human Resource Director**

**Oral Sutliff, Board Chair, was not present.**

Housekeeping and Laundry Director Bonnie Hughey and Environmental Assistant Carrie Swailes were present for Public Comment. Bonnie Hughey introduced Carrie Swailes to the Board and described her role in assisting the Housekeeping, Laundry and Maintenance Departments.

Mrs. Rau moved to approve the agenda as amended: remove the election of officers (postpone until the December meeting), add discussion of non-union wage increases, and add a closed session to discuss collective bargaining; second by Mrs. Jason.

Yeas: 2

Nays: 0

Mrs. Rau moved to approve the October 25, 2018, minutes of the regular and closed sessions; second by Mrs. Jason.

Yeas: 2

Nays: 0

The Board reviewed the Department Head Reports.

Jane Korthase presented recommended wage increases for non-union positions based on local and market wage surveys.

Mrs. Jason moved to approve the non-union wage increases as presented, effective the first full pay period on or after January 1, 2019; second by Mrs. Rau.

Yeas: 2

Nays: 0

Mrs. Jason moved to go into Closed Session at 10:00 to discuss collective bargaining; second by Mrs. Rau.

Mrs. Jason: Yea

Mrs. Rau: Yea

Mrs. Rau, Mrs. Jason, Administrator Timmer and Jane Korthase were present for the Closed Session.

Mrs. Jason called the meeting back into Open Session at 10:12.

Mrs. Timmer presented the Administrator's report.

Mrs. Rau moved to allow the transfer of funds from the Grandvue Capital Depreciation Account to the Grandvue Operating Account in the amount of \$181,186.81; second by Mrs. Jason.

Yeas: 2

Nays: 0

Mrs. Rau moved to receive the October 2018 financial reports; second by Mrs. Jason.

Yeas: 2

Nays: 0

Mrs. Rau moved to approve tuition reimbursement from CPE funds for ADON Shannan Butler in the amount of \$1,000 with a Tuition Reimbursement Agreement; second by Mrs. Jason.

Yeas: 2

Nays: 0

Mrs. Rau moved to approve the October 2018 bills in the amount of \$898,670.13; second by Mrs. Jason.

Yeas: 2

Nays: 0

Mrs. Rau moved to approve revision of the *Use of Facility Kitchenette Areas by Residents, their Families and Guests* policy; second by Mrs. Jason.

Yeas: 2

Nays: 0

The meeting adjourned at 10:45 a.m.

Respectfully submitted,  
Carol Timmer, Recording Secretary  
Mary Jason, Vice Chair