



Board Meeting Minutes July 25, 2019

The Charlevoix County Department of Health and Human Services Board held its monthly meeting on Thursday, July 25, 2019, at Grandvue Medical Care Facility in East Jordan. The meeting was called to order by Mary Jason, Board Chair, at 9:30 am with the following persons also in attendance:

- **Rose Rau, Vice Chair**
- **Paul Andrews, Board Member**
- **Carol Timmer, Administrator**
- **Steve Hoffman, Financial Services Director**
- **Jane Korthase, Human Resource Director**
- **Andy Carlson, Executive Chef**

George Lasater, Commissioner Liaison, was not present.

There was no public comment.

Mr. Andrews moved to approve the agenda with corrected financial dates and the addition of transfer of funds for loading dock renovation; second by Mrs. Rau.

Yeas: 3

Nays: 0

Mrs. Rau moved to approve the minutes of the June 19, 2019, meeting; second by Mr. Andrews.

Yeas: 3

Nays: 0

Executive Chef Andy Carlson presented an update on the Dining Services Department and left the meeting at 9:45 a.m.

The Board reviewed the Department Head Reports.

Mrs. Timmer presented the Administrator's Report.

Mrs. Rau moved to receive the June 2019 financial reports; second by Mr. Andrews.

Yeas: 3

Nays: 0

Mrs. Rau moved to approve the June 2019 bills in the amount of \$702,442.26; second by Mr. Andrews.

Yeas: 3

Nays: 0

Mrs. Rau moved to allow the transfer of funds from the Grandvue Capital Depreciation Account to the Grandvue Operating Account in the amount of \$741.16; second by Mr. Andrews.

Yeas: 3

Nays: 0

Mr. Andrews moved to allow the transfer of capital funds in the amount of \$90,000 from the Theater/Sweet Shop remodeling project to the Loading Dock project; second by Mrs. Rau.

Yeas: 3

Nays: 0

Mrs. Rau moved to allow the transfer of funds from the Grandvue CPE Account to the Grandvue Operating Account in the amount of \$18,446.60; second by Mr. Andrews.

Yeas: 3

Nays: 0

Mrs. Rau moved to approve the revised *Staffing Guidelines for Direct Care Employees* policy; second by Mr. Andrews.

Yeas: 3

Nays: 0

The Board reviewed information and correspondence, congratulating Charlotte Brewer, daughter of RN Kelsi Brewer for winning the BCMS Kevin Award which donated \$400 to the Grandvue Terrace and Recreation Park. The Board also congratulated Administrator Carol Timmer on the renewal of her Certified Nursing Home certification through the American College of Health Care Administrators.

The meeting adjourned at 11:00 a.m.

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