



Board Meeting Minutes September 16, 2021

The Charlevoix County Department of Health and Human Services Board held its regularly scheduled meeting on Thursday, September 16, 2021, at the facility. The following persons were in attendance:

- **Mary Jason, Board Chair**
- **Rose Rau, Vice Chair**
- **Paul Andrews, Board Member**
- **Bob Draves, Commissioner Liaison**
- **Joe Taylor, Administrator**
- **Steve Hoffman, Financial Services Director**
- **Jane Korthase, Human Resource Director**

Mrs. Jason called the meeting to order at 9:30 a.m.

There was no public comment.

Mrs. Rau moved to approve the agenda with added discussions regarding occupancy and staffing; second by Mr. Andrews.

Yeas: 3

Nays: 0

Mrs. Rau moved to approve the minutes of the August 19, 2021, meeting; second by Mr. Andrews.

Yeas: 3

Nays: 0

The Board reviewed the Department Head Reports.

Mr. Taylor presented the Administrator's Report.

The Board discussed the occupancy ramifications of the current and projected staffing shortage of clinical and support staff. Administrator Taylor will develop a plan to present to the Board at a future meeting.

Steve Hoffman presented a plan for a one-time recruiting/retention/reward bonus for staff working through December 24, 2021. Any staff member employed on or before October 1, 2021, would receive \$1500, those hired October 2-November 1, 2021, would receive \$1000, and those hired November 2-December 1, 2021, would receive \$500 to be paid in the second pay period of December.

Mrs. Rau moved to approve the proposed recruiting/retention/reward bonus for Grandvue staff with a maximum payout of \$1500 per employee; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mrs. Rau moved to receive the August 2021 financial reports; second by Mr. Andrews.

Yeas: 3

Nays: 0

Mrs. Rau moved to approve payment of the August 2021 bills in the amount of \$707,493.92; 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 \$10,488.85; second by Mr. Andrews.

Yeas: 3

Nays: 0

Mrs. Rau moved to approve
new policies:

- *Compression Therapy*
- *Resident Refrigerators*

revised policy: *Influenza Vaccinations*

and the sunseting of the following policies:

- *Families First Coronavirus Response Act Policy*
- *Hypothermia; Prevention, Recognition and Treatment of*
- *Pacemaker Checks*
- *Pessary, Insertion of*
- *Physician Orders (E-Sign)*
- *Provision of Medications;*

second by Mr. Andrews.

Yeas: 3

Nays: 0

Mr. Taylor reviewed August 2021 cost saving efficiencies with the Board.

The meeting adjourned at 11:30 a.m.

Respectfully submitted,
Jane Korthase