



## **Board Meeting Minutes October 21, 2021**

**The Charlevoix County Department of Health and Human Services Board held its regularly scheduled meeting on Thursday, October 21, 2021, at 1806 S. Peninsula Road, East Jordan. 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**

**Guests:      Neil McDonald, Maintenance Director  
                 Shannan Butler, Director of Nursing  
                 Kimberly Gady, Care Coordinator**

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

Kimberly Gady thanked the Board for the recruitment/retention bonus and presented an appreciation card. Ms. Gady left the meeting at 9:34.

Administrator Joe Taylor introduced Neil McDonald, Grandvue's new Maintenance Director. Mr. McDonald has 9 years of service at Grandvue, serving as a CNA and as Maintenance Coordinator before accepting his new role as Department Head. Mr. McDonald left the meeting at 9:40.

Mrs. Rau moved to approve the agenda with added discussions regarding falls analysis by Shannan Butler and a discussion about Dietary Department structure; second by Mr. Andrews.

Yeas: 3

Nays: 0

Mrs. Rau moved to approve the minutes of the September 16, 2021, meeting; second by Mr. Andrews.

Yeas: 3

Nays: 0

Shannan Butler, Director of Nursing, presented an update of the current fall data and reviewed the work performed by the nursing and interdisciplinary teams whenever a fall occurs. Mrs. Butler left the meeting at 9:52.

The Board reviewed the Department Head Reports.

Mr. Taylor presented the Administrator's Report. Mr. Taylor discussed the structure of the Dietary Department's leadership and how it has changed over the years. In order to comply with regulations and best serve the clinical nutritional needs of the Residents, the facility is pursuing a leadership model with a Certified Dietary Manager as Food and Nutrition Services working with an on-staff Registered Dietitian.

Mr. Taylor discussed the current COVID-19 outbreak at the facility and the impact it has had on budgeting and planning.

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

Yeas: 3

Nays: 0

Steve Hoffman, Financial Services Director, presented a draft 2022 budget.

Mrs. Rau moved to approve payment of the September 2021 bills in the amount of \$596,555.40; second by Mr. Andrews.

Yeas: 3

Nays: 0

Mr. Andrews moved to allow the transfer of funds from the Grandvue Capital Depreciation Account to the Grandvue Operating Account in the amount of \$4,154.67; second by Mrs. Rau.

Yeas: 3

Nays: 0

Mr. Andrews moved to allow the transfer of funds from the Grandvue CPE Account to the Grandvue Operating Account in the amount of \$67,499.98; second by Mrs. Rau.

Yeas: 3

Nays: 0

Mr. Draves left the meeting at 11:10.

Mrs. Jason moved to approve revised policies:

- *Multiple Drug Resistant Organisms*
- *Pain Management*
- *Physical Restraints, Use of*
- *Physician and Resident Representative, Administration Notification*
- *Physician Services*

sunsetting policies:

- *Anti-Embolism Stockings*
- *Bladder Assessment and Retraining*
- *Catheter, Indwelling Catheter Care and Emptying Urine from a Urinary Drainage Bag*
- *Catheter, Insertion of Indwelling Catheter for Continuous Draining of Urine*
- *Clean Dressing Changes*
- *Enemas*
- *Eye Medication Administration*
- *Gastrostomy Feedings and Medication Administration*
- *Gastrostomy Tube Changes/Patency Restoration*
- *Gastrostomy Tube, Routine Skin Care*
- *Jobst Extremity Pump*
- *Manual Removal of Stool*
- *Naso-Gastric Tube*
- *Noting Monthly Computerized Sheets*
- *Oral Pharyngeal Suctioning Procedure*
- *Resident Infections: Guidelines and Procedures for Monitoring*
- *Sterile Dressing Changes*
- *Urinary Catheter: Changing from a Leg Bag to a Urinary Drainage Bag*
- *Urinary Catheter, Irrigation of*

and new policy: *Clinical Treatments and Procedures*  
second by Mrs. Rau.

Yeas: 3

Nays: 0

The meeting adjourned at 11:27 a.m.

Respectfully submitted,  
Jane Korthase