



## **Board Meeting Minutes February 17, 2022**

**The Charlevoix County Department of Health and Human Services Board held its regularly scheduled meeting on Thursday, February 17, 2022, at the facility. The following persons were in attendance:**

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

**Paul Andrews, Board Member was absent.**

**Guests: Shannan Butler, Director of Nursing, and Danielle Karlosky, Infection Prevention RN**

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

Mrs. Rau moved to approve the agenda; second by Mrs. Jason.

Yeas: 2

Nays: 0

Shannan Butler, Director of Nursing, and Danielle Karlosky, Infection Prevention RN, presented an overview of the Quality Assurance and Performance Improvement process. Mrs. Butler and Mrs. Karlosky left the meeting at 9:40 a.m.

Mrs. Rau moved to approve the minutes of the January 20, 2022, Regular Session; second by Mrs. Jason.

Yeas: 2

Nays: 0

The Board reviewed the Department Head Reports.

Mr. Taylor presented the Administrator's Report.

Mr. Taylor presented a proposal to temporarily take beds offline with the intent of optimizing occupancy rate and CPE revenue. The temporary bed closure would not result in any change to the facility's 113-bed authorization and would have minimal impact on operations. This proposal would be evaluated every 6 months and evaluated and modified based on staffing levels.

Mrs. Rau moved to allow the facility to take 18 beds offline effective 1 January 2022 with an evaluation every six months with the goal of maintaining 85% occupancy to maximize CPE revenue; second by Mrs. Jason.

Yeas: 2

Nays: 0

Mrs. Rau moved to receive the January 2022 financial reports; second by Mrs. Jason.

Yeas: 2

Nays: 0

Mrs. Rau moved to approve payment of the January 2022 bills in the amount of \$681,247.81; second by Mrs. Jason.

Yeas: 2

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 \$8,496.26; second by Mrs. Jason.

Yeas:

Nays: 0

Mrs. Rau moved to allow the transfer of funds from the Grandvue Capital CPE Account to the Grandvue Operating Account in the amount of \$1,250.00; second by Mrs. Jason.

Yeas: 2

Nays: 0

Mrs. Rau moved to approve revisions to the *Resident Weights* policy; second by Mrs. Jason.

Yeas: 2

Nays: 0

The meeting adjourned at 11:00 a.m.

Respectfully submitted,  
Jane Korthase