



Board Meeting Minutes March 17, 2022

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

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

Guests: Gabrielle Durocher-Radeka, Social Work and Admissions Director, and Melissa Tanner, Admissions Coordinator

There was no public comment.

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

Mrs. Rau moved to approve the agenda with the addition of a MERS unfunded liability payment discussion; second by Mr. Andrews.

Yeas: 3

Nays: 0

Mr. Andrews moved to approve the minutes of the February 17, 2022, Regular Session; second by Mrs. Rau.

Yeas: 3

Nays: 0

Gabrielle Durocher-Radeka, Social Work and Admissions Director, and Melissa Tanner, Admissions Coordinator, presented an overview of Grandvue's Social Services department. Ms. Tanner left the meeting at 9:45, and Ms. Durocher-Radeka left the meeting at 9:55.

The Board reviewed the Department Head Reports.

Mr. Taylor presented the Administrator's Report.

Mrs. Rau moved to receive the February 2022 financial reports; second by Mr. Andrews.

Yeas: 3

Nays: 0

Steve Hoffman, Financial Services Director, presented information about the federal Employee Retention Credit. Overview of the program suggests that Grandvue may benefit from this program; however, further cost-benefit analysis is needed before committing to pursuing the funding with the assistance of the facility's contracted accounting firm. Mr. Hoffman will continue to research this program and will bring his findings to the April Board Meeting; the Board may need to reconvene sooner based on the program's timelines.

Mr. Taylor presented the need for a wage supplement for all staff members to retain current employees and attract new staff members.

Mr. Andrews moved to approve a \$2 per hour worked wage supplement for all staff from the first full pay period in April through September 30, 2022; second by Mrs. Rau.

Yeas: 3

Nays: 0

Mrs. Rau moved to approve payment of the February 2022 bills in the amount of \$834,703.02; 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 \$3,714.64; second by Mr. Andrews.

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 \$1,000.00; second by Mr. Andrews.

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 \$196,350.00 for a voluntary MERS Underfunded Liability payment; second by Mr. Andrews.

Yeas: 3

Nays: 0

Mrs. Rau moved to approve the revised *Pre-Employment (Post Job Offer) Physical* policy and sunset the *Skin and Wound Care* policy; second by Mr. Andrews.

Yeas: 3

Nays: 0

The meeting adjourned at 11:45 a.m.

Respectfully submitted,
Jane Korthase