



Board Meeting Minutes April 21, 2022

The Charlevoix County Department of Health and Human Services Board held its regularly scheduled meeting on Thursday, April 21, 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: Teri Looze, Food and Nutrition Services Director, and Ellen Boyer, Registered Dietitian

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 amended date; second by Mr. Andrews.

Yeas: 3

Nays: 0

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

Yeas: 3

Nays: 0

Teri Looze introduced herself to the Board, outlining her history and career path with Grandvue. Ellen Boyer discussed some of the new Quality Assurance and Performance Improvement measures she is tracking and working with the interdisciplinary team to improve. Mrs. Looze and Ms. Boyer left the meeting at 9:55 a.m.

The Board reviewed the Department Head Reports.

Mr. Taylor presented the Administrator's Report.

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

Yeas: 3

Nays: 0

Mrs. Rau moved to allow the facility to move forward in applying for Employee Retention Credit funding with the assistance of the accounting firm of Plante Moran; second by Mr. Andrews.

Yeas: 3

Nays: 0

Mrs. Jason moved to allow an addition of \$40,000 from the Capital Depreciation Fund for the elevator replacement project; second by Mrs. Rau.

Yeas: 3

Nays: 0

Mrs. Rau moved to approve payment of the March 2022 bills in the amount of \$866,743.98; second by Mr. Andrews.

Yeas: 3

Nays: 0

Mrs. Rau moved to approve the revised *Medications: Rules for Giving* policy and sunset the *Medication Errors* policy; second by Mr. Andrews.

Yeas: 3

Nays: 0

The meeting adjourned at 11:00 a.m.

Respectfully submitted,
Jane Korthase