



**Board Meeting Minutes  
Regular Session  
December 15, 2022**

**The Charlevoix County Department of Health and Human Services Board held its regular monthly meeting on Thursday, December 15, 2022, at the facility. The following persons were in attendance:**

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

Mr. Taylor called the meeting to order at 9:36 a.m.

There was no public comment.

Mrs. Jason moved to approve the agenda as presented; second by Mr. Andrews.

Yeas: 3

Nays: 0

The Board held the election of officers.

Mr. Andrews nominated Mrs. Jason for Board Chair; second by Mrs. Hellebuyck.

Yeas: 3

Nays: 0

Mrs. Jason nominated Mr. Andrews for Vice Chair; second by Mrs. Hellebuyck.

Yeas: 3

Nays: 0

Mr. Andrews moved to approve the minutes of the November 14, 2022, Board Meeting; second by Mrs. Hellebuyck.

Yeas: 3

Nays: 0

The Board reviewed the Department Head Reports.

Mr. Taylor presented the Administrator's Report.

Mr. Andrews moved to receive the November 2022 financial reports; second by Mrs. Hellebuyck.

Yeas: 3

Nays: 0

Mr. Andrews moved to approve the 2023 Capital Budget and allow the facility to purchase 2 Carendo lifts and a Turbochef oven in 2022 with payment in 2023; second by Mrs. Hellebuyck.

Yeas: 3

Nays: 0

Mr. Andrews moved to allow the reallocation of capital funds in the amount of \$2,800 from the 2022 IT systems upgrade project to the nursing lifts project; second by Mrs. Hellebuyck.

Yeas: 3

Nays: 0

Mr. Andrews moved to allow the write off of \$80,968.44 in bad debt; second by Mrs. Hellebuyck.

Mrs. Jason:            yea

Mrs. Andrews:       yea

Mrs. Hellebuyck:    yea

Mr. Andrews moved to approve payment of the November 2022 bills in the amount of \$770,419.09; second by Mrs. Hellebuyck.

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 \$14,166.16; second by Mrs. Hellebuyck.

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 \$38,231.12; second by Mrs. Hellebuyck.

Yeas: 3

Nays: 0

Mr. Andrews moved to approve the 2022 Policy Review Index; second by Mrs. Hellebuyck.

Yeas: 3

Nays: 0

The Board thanked Commissioner Draves for his service to Grandvue and the County.

The meeting adjourned at 10:55 a.m.

Respectfully submitted,  
Jane Korthase