



**Board Meeting Minutes
Regular Session
January 19, 2023**

The Charlevoix County Department of Health and Human Services Board held its regular monthly meeting on Thursday, January 19, 2023, at the facility. The following persons were in attendance:

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

Guest: Matthew Whitley, Human Resource Assistant

Mrs. Jason called the meeting to order at 9:35 a.m.

There was no public comment.

Matthew Whitley presented the new Grandvue website (www.grandvue.org) and demonstrated the improved navigation features.

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

Yeas: 3

Nays: 0

Mr. Andrews moved to approve the minutes of the December 15, 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 December 2022 financial reports; second by Mrs. Hellebuyck.

Yeas: 3

Nays: 0

Steve Hoffman deferred the bad debt write-off to a future meeting pending action on several accounts.

Mr. Andrews moved to approve cashing in the Capital Depreciation Certificate of Deposit held at Charlevoix State Bank and transferring the funds to Huntington Bank to improve the interest rate on the Certificate of Deposit; second by Mrs. Hellebuyck.

Yeas: 3

Nays: 0

Mr. Andrews moved to approve payment of the December 2022 bills in the amount of \$837,740.98; 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 \$22,402.55; 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 \$38,034.42; second by Mrs. Hellebuyck.

Yeas: 3

Nays: 0

Mr. Andrews moved to approve the following new policies:

- *Accidents and Supervision*
- *Culturally Competent Care*
- *Promoting/Maintaining Resident Dignity*
- *Resident Possession and Use of Illegal Substances*
- *Resident Rights*
- *Safety for Residents with Substance Use Disorder*
- *Standards of Care*
- *Water Management Program,*

the following revised policies:

- *Employee Work Restrictions—Infectious Diseases*
- *No Smoking Policy*
- *Reporting Reasonable Suspicion of a Crime,*

and sunsetting the *Water Testing* policy; second by Mrs. Hellebuyck.

Yeas: 3

Nays: 0

The meeting adjourned at 11:07 a.m.

Respectfully submitted,
Jane Korthase