



**Board Meeting Minutes
Special Meeting
June 27, 2023**

The Charlevoix County Department of Health and Human Services Board held a special meeting on Tuesday, June 27, 2023, at the facility. The Special Meeting replaced the Board's regular meeting originally scheduled for Thursday, June 22, 2023. 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

Mrs. Jason called the meeting to order at 9:00 a.m.

There was no public comment.

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

Yeas: 3

Nays: 0

Mr. Andrews moved to approve the minutes of the May 18, 2023, Board Meeting; second by Mrs. Hellebuyck.

Yeas: 3

Nays: 0

The Board reviewed the Department Head Reports.

Joe Taylor presented the Administrator's Report.

Mr. Andrews moved to approve the request to put the Grandvue millage renewal on the November 2023 ballot with language similar to the 2018 request; second by Mrs. Hellebuyck.

Yeas: 3

Nays: 0

Mrs. Hellebuyck moved to receive the May 2023 financial reports; second by Mr. Andrews.

Yeas: 3

Nays: 0

Mr. Andrews moved to approve payment of the May 2023 bills in the amount of \$1,029,351.99; 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 \$27,778.60; 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 \$21,202.32; second by Mrs. Hellebuyck.

Yeas: 3

Nays: 0

Mr. Andrews moved to approve revising the *Orientation of New Employees* policy and sunsetting the *Hypodermoclysis (clysis)* policy; second by Mrs. Hellebuyck.

Yeas: 3

Nays: 0

Mrs. Jason moved to go into Closed Session at 9:45 a.m. at the request of Joe Taylor to discuss the Administrator's contract; second by Mrs. Hellebuyck.

Mrs. Jason: Yea

Mr. Andrews: Yea

Mrs. Hellebuyck: Yea

Mrs. Jason, Mr. Andrews, Mrs. Hellebuyck, Mr. Chamberlain and Mr. Taylor were present for the Closed Session.

The Board left Closed Session at 10:30 a.m.

The Board updated Mr. Taylor's contract.

The meeting adjourned at 10:35 a.m.

Respectfully submitted,
Jane Korthase