



Board Meeting Minutes October 19, 2023

The Charlevoix County Department of Health and Human Services Board held its regular meeting on Thursday, October 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, County Commissioner Liaison**
- **Joe Taylor, Administrator**
- **Steve Hoffman, Financial Services Director**
- **Jane Korthase, Human Resource Director**

Scheduled Guests: Kathy Krey and Melissa Nichols, Care Coordinators

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

There was no public comment.

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

Yeas: 3

Nays: 0

Mr. Andrews moved to approve the September 21, 2023, regular meeting minutes; second by Mrs. Hellebuyck.

Yeas: 3

Nays: 0

Mrs. Hellebuyck moved to approve changing the DHHS Grandvue meeting time from 9:30 a.m. to 9:00 a.m.; second by Mr. Andrews.

Yeas: 3

Nays: 0

The Board reviewed the Department Head Reports.

Joe Taylor presented the Administrator's Report.

Mrs. Jason signed the MERS Administrative Service Agreement, allowing a non-standard transfer agreement between closed MERS Defined Benefit plans.

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

Yeas: 3

Nays: 0

Kathy Krey and Melissa Nichols, Care Coordinators, joined the meeting at 9:55 a.m. Melissa Nichols introduced herself to the Board. She will be the new Care Coordinator in the Valleyvue Neighborhood upon Kathy Krey's retirement at the end of the month. The Board welcomed Melissa and thanked Kathy for her years of service. Kathy and Melissa left the meeting at 10:00 a.m.

Mr. Andrews moved to allow the use of \$115,000 from the Capital Depreciation Account for the purchase of a replacement van, mattresses and storage renovations to be purchased in 2023; second by Mrs. Hellebuyck.

Yeas: 3

Nays: 0

Mr. Andrews moved to approve payment of the September 2023 bills in the amount of \$823,967.66; 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 \$40,498.99; second by Mrs. Hellebuyck.

Yeas: 3

Nays: 0

Mrs. Hellebuyck moved to allow the transfer of funds from the Grandvue CPE Account to the Grandvue Operating Account in the amount of \$31,781.40; second by Mr. Andrews.

Yeas: 3

Nays: 0

Mr. Andrews moved to approve the new *Resident Alarms* policy; second by Mrs. Hellebuyck.

Yeas: 3

Nays: 0

The meeting adjourned at 10:15 a.m.

Respectfully submitted,
Jane Korthase