



**Board Meeting Minutes
December 21, 2023**

The Charlevoix County Department of Health and Human Services Board held its regular meeting on Thursday, December 21, 2023, at the facility. The following persons were in attendance:

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

Absent: Patricia Hellebuyck, Board Member

Scheduled Guest: Kevin Robinson, Housekeeping and Laundry Director (effective 1/1/2024)

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

There was no public comment.

Kevin Robinson introduced himself to the Board. He has been training to become the Housekeeping and Laundry Director since October 2023 and will assume full responsibility for the departments on January 1, 2024. The Board welcomed Kevin and wished him well in his new position.

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

Yeas: 2

Nays: 0

Mrs. Jason moved to approve the November 21, 2023, regular meeting and closed session minutes with addition of the start time of the closed session; second by Mr. Andrews.

Yeas: 2

Nays: 0

The Board reviewed the Department Head Reports.

Joe Taylor presented the Administrator's Report.

Mr. Andrews moved to receive the November 2023 financial reports; second by Mrs. Jason.

Yeas: 2

Nays: 0

Mr. Andrews moved to approve carrying the Basement AC Unit, Water Systems Upgrades, and Courtyard Kitchen Remodel Capital Projects from the 2023 Capital Budget to the 2024 Capital Budget for a total budget adjustment of \$80,000; second by Mrs. Jason.

Mrs. Jason: Yea

Mr. Andrews: Yea

Mr. Andrews moved to approve a non-union wage increase for 2024 in the amount of 3.5%, effective the first full pay period in January 2024, and a \$1.00/hour for hours worked between the dates of January 1 and December 31, 2024; second by Mrs. Jason.

Yeas: 2

Nays: 0

Mr. Andrews moved to ratify the Reopener Agreement between Grandvue Medical Care Facility and SEIU Healthcare granting \$.70/hour wage increase for union employees effective the first full pay period in January 2024, an increased wage scale for the Skilled Maintenance position, an increase in employer health insurance contributions for the BCN HRA Plan, and an additional \$1.00/hour for hours worked between the dates of January 1 and December 31, 2024; second by Mrs. Jason.

Yeas: 2

Nays: 0

Mrs. Jason moved to approve payment of the November 2023 bills in the amount of \$966,625.46; second by Mr. Andrews.

Yeas: 2

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 \$114,289.41; second by Mrs. Jason.

Yeas: 2

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 \$22,570.29; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mr. Andrews moved to approve the 2023 Policy Review Index; second by Mrs. Jason.

Yeas: 2

Nays: 0

The meeting adjourned at 10:30 a.m.

Respectfully submitted,
Jane Korthase