



Board Meeting Minutes January 18, 2024

The Charlevoix County Department of Health and Human Services Board held its regular meeting on Thursday, January 18, 2024, 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**

Guest: Tara Riley, Social Worker

Mrs. Jason called the meeting to order at 9:04 a.m.

There was no public comment.

Mr. Andrews moved to approve the agenda with the addition of a roof inspection discussion; second by Mrs. Hellebuyck.

Yeas: 3

Nays: 0

Tara Riley discussed the dementia training the Social Services team provided for staff members. She led Board Members through a demonstration using the Virtual Reality equipment purchased with granted funds. Tara Riley left the meeting at 9:25 a.m.

The Board held the Election of Officers.

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

Mr. Andrews: yea

Mrs. Hellebuyck: yea

Mrs. Jason: yea

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

Mrs. Jason: yea

Mrs. Hellebuyck: yea

Mr. Andrews: yea

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

Yeas: 3

Nays: 0

The Board reviewed the Department Head Reports.

Joe Taylor presented the Administrator's Report.

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

Yeas: 3

Nays: 0

Mrs. Hellebuyck moved to approve payment of the December 2023 bills in the amount of \$940,161.12; second by Mr. Andrews.

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 \$137,168.14; 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 \$23,039.63; second by Mr. Andrews.

Yeas: 3

Nays: 0

Mr. Andrews moved to allow the addition of \$15,000 to the 2024 Capital Projects budget for a roof inspection; second by Mrs. Hellebuyck.

Yeas: 3

Nays: 0

The meeting adjourned at 10:44 a.m.

Respectfully submitted,
Jane Korthase