



Board Meeting Minutes February 15, 2024

The Charlevoix County Department of Health and Human Services Board held its regular meeting on Thursday, February 15, 2024, 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**

Patricia Hellebuyck, Board Member, was not present.

Guests: Scott Southwell, Social Services Director, and Jennifer Sherman, Social Worker.

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

There was no public comment.

Scott Southwell introduced himself and described his role as the Social Services Director and main coordinator for new admissions. Jennifer Sherman introduced herself to the Board. The Board welcomed both team members and wished them well in their new positions.

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

Yeas: 2

Nays: 0

Mr. Andrews moved to approve the minutes of the January 18, 2024, meeting; second by Mrs. Jason.

Yeas: 2

Nays: 0

The Board reviewed the Department Head Reports.

Joe Taylor presented the Administrator's Report.

Mrs. Jason moved to receive the January 2024 financial reports; second by Mr. Andrews.

Yeas: 2

Nays: 0

Mrs. Jason moved to approve payment of the January 2024 bills in the amount of \$1,419,821.27; 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 \$8,925.26 for Year 2023 Capital Projects; second by Mrs. Jason.

Yeas: 2

Nays: 0

Mrs. Jason moved to allow the transfer of funds from the Grandvue Capital Depreciation Account to the Grandvue Operating Account in the amount of \$23,919.99 for Year 2024 Capital Projects; second by Mr. Andrews.

Yeas: 2

Nays: 0

Mrs. Jason moved to sunset the *Master Signature Log* policy; second by Mr. Andrews.

Yeas: 2

Nays: 0

The meeting adjourned at 10:17 a.m.

Respectfully submitted,
Jane Korthase