



Board Meeting Minutes June 20, 2024

The Charlevoix County Department of Health and Human Services Board held its regular meeting on Thursday, June 20, 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.
Chris Chamberlain was present as a member of the public.**

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

Mrs. Jason moved to approve the agenda as with the addition of discussion about a staff bonus; second by Mr. Andrews.

Yeas: 2

Nays: 0

Mr. Andrews moved to approve the amended minutes of the May 16, 2024, correcting the time Mr. Chamberlain left the meeting; second by Mrs. Jason.

Yeas: 2

Nays: 0

The Board reviewed the Department Head Reports.

Joe Taylor presented the Administrator's Report.

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

Yeas: 2

Nays: 0

Mr. Andrews moved to allow additions to the 2024 Capital Budget: \$1,450,000 for the roof replacement project and \$150,000 to purchase and install two new rooftop heater and air conditioning units; second by Mrs. Jason.

Yeas: 2

Nays: 0

Mr. Andrews moved to allow supplementing the remaining funds in the Employee Recruitment and Retention Grant with up to \$25,000 from the CPE Account to allow for an employee bonus of \$1.00/hour worked between June 1, 2024, and August 31, 2024; second by Mrs. Jason.

Yeas: 2

Nays: 0

Mr. Andrews moved to approve payment of the May 2024 bills in the amount of \$1,062,340.51; second by Mrs. Jason.

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 \$36,586.00; second by Mrs. Jason.

Yeas: 2

Nays: 0

Mrs. Jason moved to approve revision to the *Harassment of Employees* policy; second by Mr. Andrews.

Yeas: 2

Nays: 0

Mrs. Jason moved to go into Closed Session at 10:50 a.m. at the request of Administrator Joe Taylor to review the Administrator's Contract; second by Mr. Andrews.

Roll Call Vote:

Mrs. Jason: Yea

Mr. Andrews: Yea

Mrs. Jason, Mr. Andrews, Commissioner Chamberlain, Administrator Taylor and Chris Chamberlain were present for the Closed Session.

Mrs. Jason returned the meeting to Open Session at 11:00 a.m.

Mrs. Jason moved to approve the action recommended in Closed Session; second by Mr. Andrews.

Yeas: 2

Nays: 0

The meeting adjourned at 11:15 a.m.

Respectfully submitted,
Jane Korthase