



**Board Meeting Minutes  
March 20, 2025**

**The Charlevoix County Department of Health and Human Services Board held its regular monthly meeting on Thursday, March 20, 2025, at the facility. The following persons were in attendance:**

- **Mary Jason, Board Chair**
- **Paul Andrews, Vice Chair (joined the meeting at 9:30 a.m.)**
- **Tory Thrush, Board Member**
- **Joe Taylor, Administrator**
- **Steve Hoffman, Financial Services Director**
- **Jane Korthase, Human Resource Director**

**Joshua Chamberlain, County Commissioner Liaison, was not present**

**Guest: Scott Southwell, Admissions and Social Work Director, RN**

Mrs. Jason called the meeting to order at 9:10 a.m.

There was no public comment.

Scott Southwell presented demographic information on Grandvue's Residents and discussed the pre-admission process. Scott left the meeting at 9:15 a.m.

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

Yeas: 2

Nays: 0

Mr. Thrush moved to approve the minutes of the February 20, 2025, meeting; second by Mrs. Jason.

Yeas: 2

Nays: 0

The Board reviewed the Department Head Reports.

Mr. Taylor presented the Administrator's Report.

Mr. Thrush moved to receive the February financial reports; second by Mr. Andrews.

Yeas: 3

Nays: 0

Mr. Andrews moved to approve payment of the February bills in the amount of \$1,324,297.19; second by Mr. Thrush.

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 \$193,028.44; second by Mr. Thrush.

Yeas: 3

Nays: 0

Mr. Thrush moved to approve the revised *Attendance/Reporting and Absence* policy; second by Mrs. Jason.

Yeas: 2 (Thrush, Jason)

Nays: 1 (Andrews)

Mr. Andrews moved to approve the new *Earned Sick Time (EST)* policy; second by Mr. Thrush;

Yeas: 3

Nays: 0

The meeting adjourned at 11:55 a.m.

Respectfully submitted,  
Jane Korthase