



Charlevoix County Medical Care Facility

Board Meeting Minutes May 15, 2025

The Charlevoix County Department of Health and Human Services Board held its regular monthly meeting on Thursday, April 17, 2025, at the facility. The following persons were in attendance:

- **Paul Andrews, Vice Chair**
- **Tory Thrush, Board Member**
- **Joshua Chamberlain, Charlevoix County Commissioner Liaison**
- **Joe Taylor, Administrator**
- **Steve Hoffman, Financial Services Director**

Mary Jason, Board Chair, was not present

Guest: Neil McDonald, Maintenance Director

Mr. Andrews called the meeting to order at 9:05 a.m.

There was no public comment.

Neil McDonald presented an updated on the roof replacement project. Neil left the meeting at 9:15 a.m.

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

Yeas: 2

Nays: 0

Mr. Thrush moved to approve the minutes of the April 17, 2025, meeting; second by Mr. Andrews.

Yeas: 2

Nays: 0

The Board reviewed the Department Head Reports.

The Board reviewed the Administrator's Report. Mr. Taylor discussed the role and responsibilities of the new Equipment Inventory Specialist position that the facility will soon be recruiting to fill. This position was included in the 2025 Operating Budget.

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

Yeas: 2

Nays: 0

Mr. Thrush moved to approve payment of the April bills in the amount of \$1,418,537.44; second by Mr. Andrews.

Yeas: 2

Nays: 0

Mr. Thrush moved to allow the transfer of funds from the Grandvue Capital Depreciation Account to the Grandvue Operating Account in the amount of \$63,517.23; second by Mr. Andrews.

Yeas: 2

Nays: 0

The meeting adjourned at 10:20 a.m.

Respectfully submitted,
Joe Taylor, Administrator