



**Board Meeting Minutes  
March 28, 2013**

**The Charlevoix County Department of Human Services Board held its rescheduled regular monthly meeting on Thursday, March 28, 2013, at Grandvue Medical Care Facility in East Jordan. The meeting was called to order by Bill Olstrom, Chairperson, at 9:00 a.m. with the following persons also in attendance: Oral Sutliff, Board Member; Carol Timmer, Administrator; Carl Olstrom, Maintenance Director; Mary Stahl, Activity Director; Bonnie Hughey, Housekeeping and Laundry Director; Andy Carlson, Dining Services Director; Diane Kilkenny, Clinical Advisor; and Jane Korthase, Acting Recording Secretary. Bob Pawlus, Vice Chair, and Joel Evans, Commissioner Liaison, were absent.**

There was no public comment.

Mr. Sutliff moved to approve the agenda with three additions: Motion on a letter from SEIU Healthcare, motion on approval of PPACA measurement periods, and change in date for the April 2013 Board meeting; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mr. Sutliff moved to approve the February 21, 2013, meeting minutes; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

The department heads presented their reports to the Board. Construction in the dining rooms is progressing well. Mr. B. Olstrom thanked the nursing department for providing him with a demonstration of a mechanical lift.

Jane Korthase discussed the Patient Protection and Affordable Care Act. The facility has to determine measurement periods to determine employee eligibility for health care benefits. Mr. Sutliff moved to approve the measurement periods as presented; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mr. Sutliff moved to approve the revised Grandvue Corporate Compliance Program; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mr. Sutliff moved to approve the following new policies:

- *Corrective Action Plans for Corporate Compliance Issues*
- *Corporate Compliance Participation, Enforcement and Discipline*
- *Federal Program Eligibility Screening and Exclusion Disclosure*
- *Reporting Suspected Noncompliance and Nonretaliation*
- *Conducting Corporate Compliance Investigations*
- *Anti-Kickback*
- *Creation and Retention of Records*
- *Medicare Credit Balances*

and the following revised policies:

- *Discharge Planning Process*
- *Pre-Admission Procedures;*

second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mr. Sutliff moved to approve the appointment of Linda Chew, RN, as Corporate Compliance Officer; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mrs. Timmer presented the February financial highlights. Mr. Sutliff moved to receive the February financial statements; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mr. Sutliff moved to approve the February bills in the amount of \$765,980.82; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mr. Sutliff moved to approve a Capital Transfer in the amount of \$21,433.29.

Yeas: 2

Nays: 0

Mr. Sutliff moved to approve the authorized signatories for Huntington Bank Accounts as presented; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mr. Sutliff moved to approve payment to the facility of \$2500 from the Joan R. and Charles M. Taylor, II Memorial Endowment-Grandvue Medical Care Facility Fund, to be used for Eden Alternative education for staff members; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mr. Sutliff moved to add \$250 from the Grandvue Endowment Fund to the fund's principal; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mrs. Timmer presented her Administrator's Report:

- Mrs. Timmer has been accepted into the American College of Health Care Administrators National Mentoring Program
- New Reportable Events Guidelines are in effect for facility reported incidents
- The facility has been soliciting grants to fund the purchase of a new van
- The Grandvue 501(c)3 Board bylaws were discussed; the original Foundation Board will need to meet to determine new/changing members
- Mike Greer, CFO of Bay Bluffs Medical Care Facility, will be assisting with financials until the position of Financial Services Director is filled

Mrs Timmer presented a proposal from SEIU Healthcare for long term security of their contract with the facility. Mr. Sutliff moved to deny the proposal per facility legal counsel; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mr. Sutliff moved to change the date of the April Board meeting to April 25, 2013; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

The meeting was adjourned at 10:45 a.m.

Respectfully submitted,

Carol Timmer, Recording Secretary  
Bill Olstrom, Board Chair