



Board Meeting Minutes October 15, 2015

The Charlevoix County Department of Health and Human Services Board held its monthly meeting on Thursday, October 15, 2015, at Grandvue Medical Care Facility in East Jordan. The meeting was called to order by Bill Olstrom, Board Chair, at 9:00 am with the following persons also in attendance:

- Oral Sutliff, Vice Chair
- Mary Jason, Board Member
- Joel Evans, Commissioner Liaison
- Carol Timmer, Administrator
- Ron Oja, Health Services Administrator
- Linda Mansfield, Social Work and Admission Director
- Andy Carlson, Dining Services Director
- Bonnie Hughey, Housekeeping and Laundry Director
- Carl Olstrom, Maintenance Director
- Lisa Dunson, Activity Director
- Steve Hoffman, Financial Services Director
- Jane Korthase, Human Resource Director and Acting Recording Secretary

Shelley Bobb, Grandvue consultant, was also present.

Mr. Sutliff stated that he was happy to be back, and Mrs. Timmer stated how happy Grandvue is to have him back.

Mr. Sutliff moved to approve the agenda; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mrs. Jason moved to approve the Board Meeting Minutes from September 21, 2015, amending the name of the Board to Department of *Health and Human Services*; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mr. Sutliff did not vote as he was not present at the September 21 meeting.

Mrs. Jason moved to approve the Closed Session Minutes from September 21, 2015, amending the name of the Board to Department of *Health and Human Services*; second by Mr. B. Olstrom.

Yeas: 2

Nays: 0

Mr. Sutliff did not vote as he was not present at the September 21 meeting.

The Department Heads presented their reports.

Ron Oja presented the Compliance Report.

Ron Oja presented the Health Services Administrator's Report.

Mrs. Timmer presented her Administrator's Report.

Mrs. Timmer and Jane Korthase presented a proposal to add a Human Resource Assistant position. The Board will review a position description and proposed timeline for implementation at the November meeting.

Mr. Sutliff moved to receive the September financial reports; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mrs. Jason moved to approve the September 2015 bills in the amount of \$718,400.50; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the Capital Transfer in the amount of \$38,501.22; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mrs. Jason moved to approve the 2016 Operating and Capital Budgets with a planned revision/realignment on April 21, 2016; second by Mr. Sutliff.

Yeas: 3

Nays: 0

The Board reviewed the 2015 Strategic Planning Calendar and signed the staff holiday appreciation letter.

Mr. Sutliff moved to go into closed session at 12:23 p.m. to discuss collective bargaining; second by Mrs. Jason

Mr. Sutliff: Yea

Mrs. Jason: Yea

Mr. B. Olstrom: Yea

Mr. B. Olstrom, Mrs. Jason, Mr. Sutliff, Mr. Evans, Mrs. Timmer, Ron Oja, Steve Hoffman and Jane Korthase were present for the closed session.

Mrs. Jason moved to leave closed session at 2:07 p.m.; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Collective Bargaining will begin on Thursday, October 22. The Board scheduled a special meeting for 9:00 a.m. on Monday, November 2, if needed, to discuss collective bargaining.

Mr. Sutliff moved to sunset the following policies:

- *Sharps, Disposal of*
- *Razor Storage and Disposal of Contaminated Razors*
- *Sanitation of Dietary Department*
- *Signing Out Discharged Resident Records;*

second by Mrs. Jason.

Yeas: 3

Nays: 0

Mrs. Jason moved to go into closed session at 2:10 p.m. at the request of Mrs. Timmer to review the administrator's performance; second by Mr. Sutliff.

Mr. Sutliff: Yea

Mrs. Jason: Yea

Mr. B. Olstrom: Yea

Mr. B. Olstrom, Mrs. Jason, Mr. Sutliff and Mrs. Timmer were present for the closed session.

Mrs. Jason moved to return to open session at 4:00 p.m.; second by Mr. Sutliff.

Yeas: 3

Nays: 0

The meeting was adjourned at 4:00 p.m.

Respectfully submitted,
Carol Timmer, Recording Secretary
Bill Olstrom, Board Chair