



**Board Meeting Minutes
April 21, 2016**

The Charlevoix County Department of Health and Human Services Board held its monthly meeting on Thursday, April 21, 2016, 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, Board Member**
- **Joel Evans, Commissioner Liaison**
- **Carol Timmer, Administrator**
- **Ron Oja, Health Services Administrator**
- **Steve Hoffman, Financial Services Director**
- **Jane Korthase, Human Resource Director**

Mary Jason, Vice Chair, was not present.

Bill Behling, Grandvue Elder, was present for public comment. Mr. Behling repeated his request to have smelt added to the facility's menu. Mrs. Timmer stated that Grandvue will not be adding smelt to the regular menu due to safety concerns. Mr. Behling also asked about nursing staffing and was informed that Grandvue has hired an RN and 10 CNAs/nurse aides in the past month.

Mr. Sutliff moved to approve the agenda as presented; second by Mr. Olstrom.

Yeas: 2

Nays: 0

Mr. Sutliff moved to approve the minutes from the March 17, 2016, Meeting; second by Mr. Olstrom.

Yeas: 2

Nays: 0

The Board passed along thanks to the Department Heads and Compliance Officer for their submitted written reports.

Ron Oja presented the Health Services Administrator's Report.

Mrs. Timmer presented the Administrator's Report.

Mr. Sutliff moved to receive the March financial statements; second by Mr. Olstrom.

Yeas: 2

Nays: 0

Mr. Sutliff moved to approve the March 2016 bills in the amount of \$715,842.82; second by Mr. Olstrom.

Yeas: 2

Nays: 0

Mr. Sutliff moved to approve the Capital Transfer in the amount of -\$48,738.21; second by Mr. Olstrom.

Yeas: 2

Nays: 0

The Board reviewed the 2016 Strategic Planning Calendar. The special audit review with Plante-Moran will take place at the facility on May 3, starting at 8:30 a.m.

Mr. Sutliff moved to approve changes to the *Catheter: Straight Catheterization for Retention of Urine and Intermittent Catheterization* policy; second by Mr. Olstrom.

Yeas: 2

Nays: 0

Mr. Sutliff moved to sunset the following policies; second by Mr. Olstrom:

- *Antibiotic Use*
- *Blood Glucose Testing*
- *Doppler Use*
- *Healthcare Academy (HCA) Learning System Use*
- *HIPAA Restrictions to Permitted Uses and Disclosures of Protected Health Information, Including Directory of Residents*
- *Infection Control Relative to Volunteers*
- *Urostomy, Care of;*

second by Mr. Olstrom.

Yeas: 2

Nays: 0

The meeting adjourned at 10:30 a.m.

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