



**Board Meeting Minutes  
October 25, 2018**

The Charlevoix County Department of Health and Human Services Board held its monthly meeting on Thursday, October 25, 2018, at Grandvue Medical Care Facility in East Jordan. The meeting was called to order by Mary Jason, Vice Chair, at 9:30 am with the following persons also in attendance:

- Rose Rau, Board Member
- Carol Timmer, Administrator
- Joel Evans, Commissioner Liaison
- Steve Hoffman, Financial Services Director
- Jane Korthase, Human Resource Director

**Oral Sutliff, Board Chair, was not present.**

There was no public comment.

Mrs. Rau moved to approve the agenda with two additions: LEAN education and bad debt write off; second by Mrs. Jason.

Yeas: 2

Nays: 0

Mrs. Rau moved to approve the September 20, 2018, minutes; second by Mrs. Jason.

Yeas: 2

Nays: 0

The Board reviewed the Department Head and Compliance Reports.

Mrs. Timmer presented the Administrator's report.

Mrs. Rau moved to approve the use of \$30,000 of CPE funds for LEAN education; second by Mrs. Jason.

Yeas: 2

Nays: 0

Mrs. Rau moved to approve a staff holiday appreciation gift in the amount of \$75 to be included with payroll on November 7, 2018; second by Mrs. Jason.

Yeas: 2

Nays: 0

Mrs. Rau moved to receive the September 2018 financial reports; second by Mrs. Jason.

Yeas: 2  
Nays: 0

Mrs. Rau moved to allow the write off of \$103,446.51 in bad debt; second by Mrs. Jason.

Yeas: 2  
Nays: 0

Mrs. Rau moved to approve the Operating Budget addition of \$25,000 of which \$10,000 will be used for plant purchases of storage items, a water pressure tank, a large water heater and a fork lift bucket or lawn tractor loader; \$15,000 to be used to purchase 2 bladder scanners. Second by Mrs. Jason.

Yeas: 2  
Nays: 0

Mrs. Rau moved to approve a Capital Project Allocation transfer in the amount of \$40,000 from the Phone System Capital Project for the purpose of purchasing a newer facility plow truck; second by Mrs. Jason.

Yeas: 2  
Nays: 0

Mrs. Jason moved to go into Closed Session at 10:36 a.m. to discuss contract negotiations; second by Mrs. Rau.

Mrs. Jason: yea  
Mrs. Rau: yea

Mrs. Jason, Mrs. Rau, Mr. Evans, Carol Timmer, Steve Hoffman, and Jane Korthase were present for the Closed Session.

Mrs. Jason called the meeting back into Open Session at 11:00 a.m.

Steve Hoffman presented the 2019 Operating Budget.

Mrs. Rau moved to approve the 2019 Operating Budget; second by Mrs. Jason.

Yeas: 2  
Nays: 0

Mrs. Rau moved to approve the September 2018 bills in the amount of \$806,576.99; second by Mrs. Jason.

Yeas: 2  
Nays: 0

Mrs. Rau moved to allow the transfer of funds from the Grandvue Capital Depreciation Account to the Grandvue Operating Account in the amount of \$109,517.48; second by Mrs. Jason.

Yeas: 2  
Nays: 0

The meeting adjourned at 11:45 a.m.

Respectfully submitted,  
Carol Timmer, Recording Secretary  
Mary Jason, Vice Chair

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