



**Board Meeting Minutes  
April 18, 2019**

**The Charlevoix County Department of Health and Human Services Board held its monthly meeting on Thursday, April 18, 2019, at Grandvue Medical Care Facility in East Jordan. The meeting was called to order by Mary Jason, Board Chair, at 9:30 am with the following persons also in attendance:**

- **Rose Rau, Vice Chair**
- **Paul Andrews, Board Member**
- **George Lasater, Commissioner Liaison**
- **Carol Timmer, Administrator**
- **Steve Hoffman, Financial Services Director**
- **Jane Korthase, Human Resource Director**

There was no public comment.

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

Yeas: 3

Nays: 0

Mrs. Rau moved to approve the minutes of the March 21, 2019, meeting; second by Mr. Andrews.

Yeas: 3

Nays: 0

The Board reviewed the Department Head Reports.

Mrs. Timmer presented the Administrator's report. Grandvue has been rated a five-star quality nursing home by the Centers for Medicare and Medicaid Services. Ground breaking for the Grandvue Terrace and Recreation Park will take place on May 10. Mrs. Timmer invited the Board to attend the Board Member Orientation session of the MCMCFC Conference on June 4 at Boyne Highlands from 3:40-4:15 p.m.

Mrs. Rau moved to receive the March 2019 financial reports; second by Mr. Andrews.

Yeas: 3

Nays: 0

Mrs. Rau moved to approve the March 2019 bills in the amount of \$846,463.70; second by Mr. Andrews.

Yeas: 3

Nays: 0

The Board discussed the upcoming financial audit. The regularly scheduled May 2019 meeting will be rescheduled for Wednesday, May 15, at 8:30 a.m. with the financial audit presented by Plante Moran to follow.

The Board reviewed updates to the Charlevoix County Department of Health and Human Services Board Rules of Procedure.

Mrs. Rau moved to approve the new *Labeling of Medications and Biologicals* and *Medication Storage* policies, revision to the *Baseline Care Planning and Resident Centered Care Planning* policy, and sunseting of the *Baseline Care Plan* policy; second by Mr. Andrews.

Yeas: 3

Nays: 0

Mrs. Timmer requested a Closed Session for the Administrator's annual wage and benefit review at 10:40 a.m.

Mrs. Jason: yea

Mrs. Rau: yea

Mr. Andrews: yea

Mrs. Jason, Mrs. Rau, Mr. Andrews and Mrs. Timmer were present for the Closed Session.

Mrs. Jason called the meeting back into Open Session at 12:54 p.m.

Mrs. Jason moved to approve the Administrator's wage and benefit plan as presented; second by Mrs. Rau.

Yeas: 3

Nays: 0

Mrs. Jason moved to allow payment of recertification costs for Mrs. Timmer's ACHCA certification; second by Mrs. Rau.

Yeas: 3

Nays: 0

The meeting adjourned at 1:03 p.m.

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