



Board Meeting Minutes February 20, 2020

The Charlevoix County Department of Health and Human Services Board held its monthly meeting on Thursday, February 20, 2020, 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**
- **Bob Draves, County Commissioner Liaison Alternate**
- **Carol Timmer, Administrator**
- **Steve Hoffman, Financial Services Director**
- **Jane Korthase, Human Resource Director**

Paul Andrews, Board Member was not present. George Lasater, Commissioner Liaison, was not present.

There was no public comment.

Mrs. Rau moved to approve the agenda as amended, adding review of the Intravenous Therapy policy; second by Mrs. Jason.

Yeas: 2

Nays: 0

Mrs. Rau moved to approve the minutes of the January 16, 2020, meeting; second by Mrs. Jason.

Yeas: 2

Nays: 0

The Board reviewed the Department Head reports.

Mrs. Timmer presented her Administrator's report.

Mrs. Rau moved to approve payment to the facility of \$4,987 in available funds from the Joan R. and Charles M. Taylor, II Memorial Endowment-Grandvue Medical Care Facility Fund, to be used for Eden Alternative education; second by Mrs. Jason.

Yeas: 2

Nays: 0

Mrs. Rau moved to approve adding \$550 in available funds from the Grandvue Endowment Fund to the fund's principal; second by Mrs. Jason.

Yeas: 2

Nays: 0

Mrs. Rau moved to receive the January 2020 financial reports; second by Mrs. Jason.
Yeas: 2
Nays: 0

Mrs. Rau moved to approve January 2020 bills in the amount of \$1,109,548.10; 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 \$1,000.00; second by Mrs. Jason.
Yeas: 2
Nays: 0

Mrs. Rau moved to allow the transfer of funds from the Grandvue CPE Account to the Grandvue Operating Account in the amount of \$55,276.23; second by Mrs. Jason.
Yeas: 2
Nays: 0

Mrs. Rau moved to approve changes in the *Intravenous Therapy* policy; second by Mrs. Jason.
Yeas: 2
Nays: 0

The Board entertained nominations for chair positions.
Mrs. Rau nominated Mrs. Jason for Board Chair; second by Mrs. Jason.
Yeas: 2
Nays: 0

Mrs. Jason nominated Mrs. Rau for Vice Chair; second by Mrs. Rau.
Yeas: 2
Nays: 0

Mrs. Rau moved to go into Closed Session at 10:35 a.m. at the request of Administrator Carol Timmer to evaluate the administrator's performance; second by Mrs. Jason.
Mrs. Jason: Yea
Mrs. Rau: Yea

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

Mrs. Jason called the meeting back into Open Session at 10:47 a.m.

Mrs. Rau moved to approve a wage increase as presented for the administrator retroactively effective the first full pay period on or after January 1, 2020; second by Mrs. Jason.
Yeas: 2
Nays: 0

The meeting adjourned at 10:55 a.m.

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