



**Board Meeting Minutes  
March 19, 2020**

**The Charlevoix County Department of Health and Human Services Board held its monthly meeting on Thursday, March 19, 2020, at 1806 Peninsula Road, East Jordan. The meeting was called to order by Rose Rau, Vice Chair, at 9:30 am with the following persons also in attendance:**

- **Carol Timmer, Administrator**
- **Steve Hoffman, Financial Services Director**
- **Jane Korthase, Human Resource Director**
- **Paul Andrews, Board Member was present via telephone.**

**Mary Jason, Board Chair; George Lasater, Commissioner Liaison; and Bob Draves, County Commissioner, were not present.**

There was no public comment.

Mr. Andrews moved to approve the agenda as amended, removing the Department Head presentation by Dave Ruehle; second by Mrs. Rau.

Yeas: 2

Nays: 0

Mr. Andrews moved to approve the minutes of the March 6, 2020, Special Meeting; second by Mrs. Rau.

Yeas: 2

Nays: 0

Mrs. Timmer presented her Administrator's report on facility preparations for COVID-19.

Mr. Andrews moved to receive the February 2020 financial reports; second by Mrs. Rau.

Yeas: 2

Nays: 0

Mr. Andrews moved to approve February 2020 bills in the amount of \$869,916.26; second by Mrs. Rau.

Yeas: 2

Nays: 0

Mr. Andrews moved to allow the transfer of funds from the Grandvue Capital Depreciation Account to the Grandvue Operating Account in the amount of \$11,776.53; second by Mrs. Rau.

Yeas: 2

Nays: 0

Mr. Andrews moved to approve changes in the following policies:

- *Certification and Recertification for Skilling Medicare Part A Residents*
- *Infection Prevention: Reporting Communicable Disease and Preventing Outbreaks*
- *Resident Right to Access and Visitation*; second by Mrs. Rau.

Yeas: 2

Nays: 0

The meeting adjourned at 10:20 a.m.

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