



**Board Meeting Minutes
June 18, 2020**

The Charlevoix County Department of Health and Human Services Board held its monthly meeting on Thursday, June 18, 2020, at 1806 Peninsula Road, East Jordan. The following persons were in attendance:

- **Carol Timmer, Administrator**
- **Steve Hoffman, Financial Services Director**
- **Jane Korthase, Human Resource Director**

Attending via telephone conference call:

- **Mary Jason, Board Chair**
- **Rose Rau, Vice Chair**
- **Paul Andrews, Board Member**
- **Bob Draves, Charlevoix County Commissioner**

George Lasater, Charlevoix County Commissioner Liaison, was not present

Mrs. Jason called the meeting to order at 9:30 a.m.

There was no public comment.

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

Yeas: 3

Nays: 0

Mrs. Rau moved to approve the minutes of the May 21, 2020, Regular Meeting; second by Mr. Andrews.

Yeas: 3

Nays: 0

The Board reviewed the Department Head reports.

Mrs. Timmer presented her Administrator's report. At this time, the facility remains COVID-19 naïve. The state is requiring mandatory COVID-19 testing for all staff and Residents.

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

Yeas: 3

Nays: 0

Mrs. Rau moved to allow the transfer of \$15,000 from the capital elevator project to upgrade the condenser for the walk-in cooler freezer and transfer \$60,000 from the elevator project to purchase electronic COVID-19 screening equipment; second by Mr. Andrews.

Mrs. Jason: yea

Mrs. Rau: yea

Mr. Andrews: yea

The Board discussed a bill that has recently passed in both the Michigan House and Senate that would provide an additional \$2/hour for time worked by LPNs, RNs and CNAs from July 1-September 30, 2020. This spending plan has been supported by the Governor and currently awaits her signature.

Pending approval of the State spending plan by the Governor, Mrs. Rau moved to allow the facility to pay an additional \$2/hour for time worked by staff in positions excluded in the state spending plan for the period of July 1-September 30, 2020; second by Mr. Andrews.

Yeas: 3

Nays: 0

Pending approval of the State spending plan by the Governor, Mrs. Rau moved to approve additional pay of \$2/hour for time worked during the period of July 1-September 30, 2020, for the position of Administrator; second by Mrs. Jason.

Yeas: 2 (Jason, Rau)

Nays: 1 (Andrews)

Mrs. Rau moved to approve payment of the May 2020 bills in the amount of \$848,976.91; second by Mr. Andrews.

Yeas: 3

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 \$82,918.40; second by Mr. Andrews.

Yeas: 3

Nays: 0

Mrs. Rau moved to approve the revised *Dental Services* policy, adopt the *Medical Abbreviations—Do Not Use* policy, and sunset the *Approved Abbreviations* policy; second by Mr. Andrews.

Yeas: 3

Nays: 0

The meeting recessed at 10:30 a.m.

The meeting reconvened at 11:00 a.m. for the Plante Moran audit presentation. Present at 1806 S. Peninsula Road: Carol Timmer, Steve Hoffman and Jane Korthase.

Present via conference call:

- Mary Jason
- Rose Rau
- Paul Andrews
- Plante Moran auditing staff: Nick Maeder, Stephen Smith and Shelby Palsma
- Grandvue Department Heads: Bonnie Hughey, Dave Ruehle, Andy Carlson and Rebecca Verville

Nick Maeder presented the 2019 Financial Reports. There were no significant deficiencies or material weaknesses noted in the audit.

Mrs. Rau moved to accept the 2019 audit; second by Mr. Andrews.

Yeas: 3

Nays: 0

The meeting adjourned at 11:35 a.m.

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