



**Board Meeting Minutes  
SPECIAL MEETING  
February 3, 2021**

The Charlevoix County Department of Health and Human Services Board held a special meeting on Wednesday, February 3, 2021, at 1806 Peninsula Road, East Jordan. The following persons were in attendance:

- Carol Timmer, Administrator
- Jane Korthase, Human Resource Director

Attending via Zoom conferencing platform:

- Mary Jason, Board Chair
- Rose Rau, Vice Chair
- Paul Andrews, Board Member

**Bob Draves, Commissioner Liaison, was not present.**

Mrs. Jason called the meeting to order at 9:02 a.m.

There was no public comment.

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

Yeas: 3

Nays: 0

Mrs. Rau moved to approve the minutes of the January 27, 2021, Special Meeting; second by Mr. Andrews.

Yeas: 3

Nays: 0

Mrs. Rau moved to approve the minutes of the January 27, 2021, Closed Session; second by Mr. Andrews.

Yeas: 3

Nays: 0

The Board reviewed desired characteristics of a Grandvue Nursing Home Administrator and produced a weighted decision making matrix to assist in evaluating candidates.

The Board will hold a special meeting on Tuesday, March 9, 2021, at 9:00 a.m.

The meeting adjourned at 10:36 a.m.

Respectfully submitted,  
Jane Korthase