



Board Meeting Minutes February 18, 2021

The Charlevoix County Department of Health and Human Services Board held its regularly scheduled meeting on Thursday, February 18, 2021, 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 Zoom conferencing platform:

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

Mrs. Jason called the meeting to order at 9:30 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 February 3, 2021, Special Meeting with the amended date of the upcoming special meeting corrected from March 3 to March 9, 2021; second by Mr. Andrews.

Yeas: 3

Nays: 0

The Board reviewed the Department Head Reports.

Mrs. Timmer presented her Administrator's Report.

Mrs. Rau moved to approve holding the \$6,728 in available funds received from the Joan R. and Charles M. Taylor, II Memorial Endowment-Grandvue Medical Care Facility Fund and determine use after the fund's board meets in the fall; second by Mr. Andrews.

Yeas: 3

Nays: 0

Mrs. Rau moved to approve adding \$1,000 in available funds from the Grandvue Endowment Fund to the fund's principal; second by Mr. Andrews.

Yeas: 3

Nays: 0

Mrs. Rau moved to receive the January 2021 financial reports; second by Mr. Andrews.

Yeas: 3

Nays: 0

Mrs. Rau moved to approve payment of the January 2021 bills in the amount of \$1,066,856.56; 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 \$2,250.00; second by Mr. Andrews.

Yeas: 3

Nays: 0

Mrs. Rau moved to approve the following new policies:

- *IP COVID-19 General Procedures*
- *IP N-95 Respiratory Protection Program*
- *Management of Residents with Bed Bugs*

and revisions to the following policies:

- *Antibiotic Stewardship Program*
- *Emergency Staffing*
- *IP Employee Health Screening and Immunizations*; second by Mr. Andrews.

Yeas: 3

Nays: 0

The Board reviewed interview questions for Administrator candidate interviews.

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

The meeting adjourned at 10:56 a.m.

Respectfully submitted,
Jane Korthase