



## **Board Meeting Minutes March 18, 2021**

The Charlevoix County Department of Health and Human Services Board held its regularly scheduled meeting on Thursday, March 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 with the addition of discussions regarding the elevator project budget and Nursing Home Week funding; second by Mr. Andrews.

Yeas: 3

Nays: 0

Mrs. Rau moved to approve the minutes of the March 16, 2021, Special Meeting; 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 receive the February 2021 financial reports; second by Mr. Andrews.

Yeas: 3

Nays: 0

Steve Hoffman explained that replacing the facility's elevator will require additional funds to cover the cost of engineered plans.

Mrs. Rau moved to increase the capital budget for the elevator project from \$200,000 to \$230,000 using funds from the Grandvue Capital Depreciation Account; second by Mr. Andrews.

Yeas: 3

Nays: 0

Administrator Timmer informed the Board that National Nursing Home Week takes place in May. This year also marks the facility's 130<sup>th</sup> anniversary. The facility would like to purchase commemorative tee shirts for all staff, Residents and Board members.

Mr. Andrews moved to allow the facility to transfer \$2500 from CPE funds to purchase commemorative tee shirts for Residents, staff and Board members; second by Mrs. Rau.

Yeas: 3

Nays: 0

Mrs. Rau moved to approve payment of the February 2021 bills in the amount of \$752,336.01; 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 \$30,624.37; second by Mr. Andrews.

Yeas: 3

Nays: 0

Mrs. Rau moved to approve the revised *Body Substance Exposure* policy; second by Mr. Andrews.

Yeas: 3

Nays: 0

The Board offered their assistance with the Administrator transition.

The meeting adjourned at 10:30 a.m.

Respectfully submitted,  
Jane Korthase