



Board Meeting Minutes April 15, 2021

The Charlevoix County Department of Health and Human Services Board held its regularly scheduled meeting on Thursday, April 15, 2021, at 1806 Peninsula Road, East Jordan. The following persons were in attendance:

- **Mary Jason, Board Chair**
- **Rose Rau, Vice Chair**
- **Bob Draves, Commissioner Liaison**
- **Carol Timmer, Administrator**
- **Joe Taylor, Director of Nursing**
- **Steve Hoffman, Financial Services Director**
- **Jane Korthase, Human Resource Director**

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 a discussion about MERS Agreement Addendums; second by Mrs. Jason.

Yeas: 2

Nays: 0

Mrs. Rau moved to approve the minutes of the March 18, 2021, meeting; second by Mrs. Jason.

Yeas: 2

Nays: 0

Paul Andrews, Board Member, joined the meeting at 9:34 a.m. via telephone.

The Board reviewed the Department Head Reports. Joe Taylor reported that Shannan Butler, current Assistant Director of Nursing, interviewed and was selected for the Director of Nursing position.

The Board selected Tuesday, May 25, at 9:30 a.m. as the day/time for the Plante Moran audit presentation that will be held via Zoom conferencing platform.

Mrs. Timmer presented her Administrator's Report.

Mrs. Rau moved to receive the March 2021 financial reports; second by Mrs. Jason.

Yeas: 3

Nays: 0

Mrs. Rau moved to approve the use of \$30,000 from the Grandvue Capital Depreciation Account to purchase a new 80# washer for laundry; second by Mr. Andrews.

Yeas: 3

Nays: 0

Mrs. Rau moved to approve the MERS Defined Contribution Plan Adoption Agreement Addendum with additions as discussed; second by Mr. Andrews.

Yeas: 3

Nays: 0

Mrs. Rau moved to adopt the MERS Defined Benefit Plan Adoption Agreement Addendum with addition as discussed; second by Mr. Andrews.

Yeas: 3

Nays: 0

Mrs. Jason signed the amended MERS Adoption Agreements.

Correction added 5/25/2021:

Mrs. Rau moved to approve payment of the March 2021 bills in the amount of \$793,678.02; second by Mr. Andrews.

Yeas: 3

Nays: 0

The Board and Joe Taylor signed the Administrator's Contract, effective June 1, 2021.

The Board, Carol Timmer, and Joe Taylor discussed subcontracting the current Administrator's services from June 1, 2021, until Mr. Taylor achieves his Nursing Home Administrator's license.

The meeting adjourned at 10:58 a.m.

Respectfully submitted,
Jane Korthase