

**Emmet County Department of Human Services**  
**Board Meeting Minutes**  
**April 17, 2008**

**Board Members present:** Fred Rogers, Board chairperson  
Robert Engel, Board vice-chairperson  
Mary Horan, Board member

**Staff Members present:** Diana L. Bailey LNHA, MBA, Executive Director  
Michael Greer, Director of Financial Services  
Patty McClees, RN, Director of Clinical Services  
Janet R. VandenBerg, Executive Assistant

**Others present:** Kathy Abbott, Emmet County Civil Counsel  
Leroy Gregory, Emmet County Commissioner/Liaison to Board  
Patrick Schulte, Professional Fundraiser

Fred Rogers, board chairperson called the meeting to order at 10:03 a.m.

**I. PUBLIC COMMENT:** None

**II. GUEST** – Mrs. Bailey introduced Patrick Schulte, who is a professional fundraiser and had spoken to the Foundation Board in January. Mr. Schulte stated he was interested in the Facility’s foundation as his father-in-law is a resident of Bay Bluffs and he believes that philanthropic fundraising can help the Bay Bluffs Foundation. Now that the 501 (c) (3) foundation has been set up, a dialogue needs to be established to begin the process for fund raising. There is both seasonal funding and new members to the community wanting to invest in established foundations. Mr. Schulte mentioned we need to set up some time lines. He also stated we need to establish a plan on how we will get this off the ground and build various aspects into the plan such as individual giving trusts and charitable gift annuities. Down the road once, the plan is in full swing the Foundation would need to hire a foundation direct to implement the plan. Mr. Schulte stated that Mrs. Bailey has the vision to move the foundation forward and writing grants for seed money are hard to get. Further discussion held and Mr. Schulte and Mrs. Bailey will get together and put together a proposal for consideration. Mrs. Bailey mentioned she is waiting on clarification from the attorney who helped set up the bylaws and regulations for the foundation but he is on vacation. She also mentioned that they were looking at options into doing an Alzheimer’s Walk to help benefit the SNU and the foundation later this year.

**III. APPROVAL OF MINUTES** – Mr. Rogers then asked if there were any additions or corrections to the meeting minutes of March 20, 2008.

**Mrs. Horan made a motion to accept the meeting minutes of March 20, 2008 as distributed and was supported by Mr. Engel. Voice votes held and motion carried.**

**IV. EXECUTIVE DIRECTOR -**

A. Absenteeism Policy – Mrs. Bailey mentioned that the current policy in our Employee Handbook regarding “Absenteeism” was revised and forwarded to Kathy Abbott for

review. Kathy Abbott mentioned that she recommended a couple of changes. She told the board that she had just returned by a seminar put on by the State Bar of Michigan and it included ADA employment. Kathy Abbott also mentioned that the FMLA regulations have been changed but not approved yet and disability issues under ADA are being discussed. New regulations also included disabled vets returning from active duty in regards to FMLA were approved in January 2008. Discussion held also regarding drug testing and Kathy Abbott indicated she was against random testing, as you would have to have someone brought in to do testing because it cannot be done in house and then contract with a lab to test results. She recommended that you focus on work performance and reasonable suspicions. Mr. Greer stated that every work comp case is tested for drugs. Kathy Abbott then recommended that the Absenteeism policy be placed on the May agenda and she would have the ADA policy ready at that time as well for approval.

B. Contracts -

1. **MCMCFC Addendum** – Mrs. Bailey indicated this second addendum needs approval is to add companies and/or resources available to the members.

**Mr. Engel made a motion, supported by Mrs. Horan to approve the chairperson to sign the Second Addendum to the MCMCFC Agreement. Roll call vote held – Fred Rogers (YES), Robert Engel (YES), and Mary Horan (YES) with the motion carried.**

2. **NCMC Nurse Aide Program** – Mrs. Bailey explained this to the Board and Kathy Abbott has reviewed the contract. This contract is to make Bay Bluffs a training site for the NCMC Nurse Aide Program. Kathy Abbott indicated a HIPAA Business Associate Agreement needs to be attached.

**Mrs. Horan made a motion to authorize the chair to sign NCMC Agreement to train nurse aides at Facility. Mr. Engel supported motion. Voice votes held and motion carried.**

C. MCSSA Board Meetings – Mrs. Bailey stated that Charlevoix and Emmet Counties were splitting the costs for Mr. Rogers to attend the MCSSA meetings as president and now as past president. Discussion was held as to why Charlevoix County has stopped paying their share when it was previously agreed upon.

**Mrs. Horan made a motion to pay for traveling expenses (current & future) to send Mr. Rogers to MCSSA Board Meetings for the remaining of this fiscal year through September 2008. Mr. Engel supported the motion. Roll call vote held – Fred Rogers (YES), Robert Engel (NO), and Mary Horan (YES). Motion carried.**

D. Dementia Training - Mrs. Bailey explained to the Board that dementia training that was earlier scheduled and approved by the board did not happen due to personal reasons with the trainer, Diana Zide. Mrs. Bailey asked that the Board approve a four-month extension so that the prior approved training could take place. Discussion held. This training includes behavioral training to understanding our dementia residents. Kathy Abbott asked about who would be doing the training and when the training would be held. She requested a copy of the prior agreement to review. This training would be for all CNAs, Nurses, Dietary, Housekeeping, Activity aides, and float personnel. Kathy Abbott recommended that we put this on the Agenda for May with new information.

V. **DIRECTOR OF FINANCIAL SERVICES** –

A. Cash Report – Mr. Greer distributed copies in packets the cash report ending March 31, 2008. Discussion held.

B. Financial Report – Mr. Greer distributed copies in packets the Financial Report ending February 29, 2008 and discussion was held.

**Mr. Engel made a motion to accept the Cash Report ending March 31, 2008 and the Financial Report ending February 29, 2008 as**

**distributed and discussed and was supported by Mrs. Horan. Voice votes held and motion carried.**

- C. Accounts Payable / Pre-Pays – These items were discussed at the Financial Meeting earlier today as follows: **4/02/08 - \$6,514.25; 4/10/08 - \$180,412.22; and 4/17/08 - \$129,354.09 for a total of \$316,280.56.**

**Mr. Engel made a motion to approve Bills as presented as shown above and was supported by Mrs. Horan. Roll call vote taken – Fred Rogers (YES), Robert Engel (YES), and Mary HORAN (YES). Roll call approved motion.**

**VI. OLD BUSINESS – None**

**VII. NEW BUSINESS –**

1. Adopt A Garden – Mrs. Bailey mentioned that four gardening students would be sprucing up the gardens around the Facility this spring.
2. Kathy Abbott mentioned she was on vacation for a few days and going to California to see her grandchildren.

**VIII. NEWSPAPER ARTICLES / LETTERS – Mrs. Bailey brought up the article and photographs in the Harbor Light Paper, the article regarding the MPRO Award of Excellence we received in both the Harbor Light and Petoskey News Review papers.**

**IX. ADJOURNMENT – Mrs. Horan made a motion to adjourn the meeting at 11:52 a.m. and was supported by Mr. Engel.**

**X. NEXT MEETING – The next regular scheduled meeting is for Thursday, May 15, 2008 with the Finance meeting at 8:45 a.m. and the Board Meeting at 10 a.m.**

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Date

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Fred Rogers, ECDHS Board Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Diana L. Bailey LNHA, MBA,

\_\_\_\_\_  
Date

\_\_\_\_\_  
Janet R. VandenBerg ALS, Recording Secretary

pc: Fred Rogers, Robert Engel, Mary Horan, Kathy Abbott, Leroy Gregory, Toni Wiltse, Gail Martin, Noreen Strange, Jim Tamlyn, Tom Shier, Alan Behan, Jack Jones, Tom Foltz, Les Atchison.