

**Emmet County Department of Human Services
Board Meeting Minutes
December 18, 2008**

Board Members present: Fred Rogers, Board chairperson
Mary Horan, Board vice-chairperson
Patricia Frisbey, Board member

Board Member absent: None

Staff Members present: Diana L. Bailey, LNHA, MBA, Executive Director
Michael Greer, CPA, Director of Financial Services
Janet R. VandenBerg, ALS, Executive Assistant

Staff Members absent: None

Others present: Kathy Abbott, Esq., Emmet County Civil Counsel

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

I. **PUBLIC COMMENT:** None

II. **SCHEDULED APPEARANCE(S):** None

III. **APPROVAL OF MINUTES:**

A. Mr. Rogers asked if there were any additions or corrections to the meeting minutes of November 20, 2008. Kathy Abbott made a suggested correction to Page 3, #VII. Minutes to read, "Board returned to Open Session at 11:36 a.m." as the closed minutes included the motion to go back into open session.

Mrs. Horan made a motion to accept the meeting minutes distributed and corrected for November 20, 2008, and supported by Mrs. Frisbey. Voice votes taken and motion carried.

B. Mr. Rogers then asked if there were any additions or corrections to the Closed Meeting minutes for November 20, 2008.

Mrs. Horan made a motion to approve the closed meeting minutes as distributed and Mrs. Frisbey supported the motion. Voice votes held and the motion carried.

IV. **EXECUTIVE DIRECTOR :**

A. **Contract(s) -**

Emmet County 2009 Senior Millage Contract – Mrs. Bailey stated that this is a contract as in the past was prepared by Kathy Abbott. We will receive \$10,000 this year for the Activities Department. Discussion held.

Mrs. Horan made a motion to accept the Senior Millage Contract for 2009 as presented and authorize the chair to sign and supported by Mrs. Frisbey. Voice votes taken and motion carried.

B. **Optimus EMR Update** – This is the contract for the Electronic Medical Records computer program approved last month. Mrs. Bailey gave an update and indicated that

the first training will take place on Friday, Dec. 19. Further discussion held and questions answered.

- C. **Grant(s) Update** – Mrs. Bailey shared with the board that a Stand table for the Therapy Department was awarded by the Community Foundation at a cost of \$1,000. The Auxiliary purchased the facility a transport chair for \$2,400.
- D. **Year in Review** – Mrs. Bailey stated she would be sharing with the Board in January the 2008 Year in Review.
- E. **MSU/Alzheimer Garden Development** – Mrs. Bailey shared that Dr. Westphal will be bringing students to evaluate the property for the possible study.
- F. **Five Star Rating** – Mrs. Bailey shared with the board the recent 5-Star rating received from the Centers for Medicare and Medicaid Services. Discussion held. For further information, you can go to www.nursinghomecompare.com. The board expressed congratulations to Diana and her staff on receiving this award.
- G. **Mission Statement** – Mrs. Bailey share with the Board some suggested mission statements for the Facility. Discussion held as to what the current statement is and why it needs to be changed. Recommendation was given that Mrs. Bailey get the staff's response on the ones suggested, and bring back to the January meeting the recommendations/suggestions made.
- H. **Tobacco Free/Smoke-Free Environment** – Mrs. Bailey shared with the Board that we revised the current policy to include tobacco free environment throughout the Facility.
Mrs. Horan made a motion to accept the revised policy and authorize the board chairperson to sign. Motion supported by Mrs. Frisbey. Voice votes held and motion carried.

V. **DIRECTOR OF FINANCIAL SERVICES –**

- A. **Cash Report** – Mike Greer distributed copies in packets of the Cash Report ending November 30, 2008. Mr. Greer reviewed with the board the report, and answered questions.
- B. **Financial Report** – Mr. Greer also distributed copies in packets of the Financial Report ending October 31, 2008. Discussion held and questions answered.
Mrs. Horan made a motion to accept the Cash Report ending November 30, 2008 and the Financial Report ending October 31, 2008 as distributed and supported by Mrs. Frisbey. Voice votes held and motion carried.
- C. **Accounts Payable/Pre-Pays** – These items were discussed at the Finance Meeting earlier today as follows: **12/05/08 - \$156,825.40; 12/12/08 - \$84,233.91; and 12/18/08 - \$137,738.52 for a total of \$378,797.83.**
Mrs. Horan made a motion to approve bills for December as presented for payment. Mrs. Frisbey supported the motion. Roll call vote taken – Fred Rogers (YES), Mary Horan (YES), and Patricia Frisbey (YES). Roll call vote carried.
- D. **Insurance Agent** – Mr. Greer mentioned that Jill Rogala, our agent, is currently working on our insurance quotes for 2009. He explained to the Board the savings she has assisted the Facility in receiving.
- E. **Budget Amendments** – Mr. Greer presented the budget amendments to the board and discussion held and answered questions of the board members.

VI. **OLD BUSINESS – None**

VII. **NEW BUSINESS – None**

VIII. **NEWSPAPER ARTICLES / LETTERS** – Mrs. Bailey mentioned various entertainment program’s taking place during the holiday season. Review of an obituary thanking Bay Bluffs.

ADJOURNMENT – Mrs. Horan made a motion, supported by Mrs. Frisbey to adjourn the meeting at 11:10 a.m.

X. **NEXT MEETING** – The next regular scheduled meeting is for Thursday, January 15, 2009 with the Finance Meeting at 8:45 a.m. and the Board Meeting at 10 a.m.

Date Fred Rogers, ECDHS Board Chairperson

Date Diana L. Bailey LNHA, MBA, Executive Director
Designated Secretary to the ECDHS Board

Date Janet R. VandenBerg ALS, Recording Secretary

pc: Fred Rogers, Mary Horan, Patricia Frisbey, Kathy Abbott, Leroy Gregory, Toni Wiltse, Gail Martin, Noreen Strange, and Jack Jones