

BOARD MEETING MINUTES
EMMET COUNTY DEPARTMENT OF HUMAN SERVICES
February 21, 2008

The Emmet County Human Services Board held its regularly scheduled Board meeting on Thursday, February 21, 2008 at Bay Bluffs in the Conference Room. Fred Rogers, board chairperson, called the meeting to order at 10:02 a.m.

Members Present: Fred Rogers, board chairperson; Robert J. Engel, board vice-chairperson; Mary Horan, board member.

Members Absent: none

Staff Present: Diana Bailey, Executive Director; Mike Greer, Director of Financial Services; and Janet Vandenberg, recording secretary.

Others Present: Kathy Abbott, Emmet County Civil Counsel, and Leroy Gregory, Emmet County commissioner/liaison to the board; Fred Gray and Fred Simons.

I. **PUBLIC COMMENTS:** None

II. **GUESTS:** Mr. Fred Simons was our scheduled guest. Mr. Simons works for the Michigan Department of Transportation in Gaylord. Mr. Simons was assisting the Facility in a grant application for a bus garage, on a voluntary basis. The proposed garage would be a 30' x 30' structure and would comply with city building codes and adhere to all regulations for exterior of building to match with the care facility. The structure would include electrical, insulation and water. It would also give us additional storage space. Mr. Simon recommended that the Facility establish a 5-6 person advisory committee, but will utilize the DHS Board for the committee until one is appointed. The grant will be for \$85,000 and comes from 80% federal and 20% state funds.

Mr. Engel made a motion, supported by Mrs. Horan to approve the grant application to be submitted from 5310 Special Operating Services for a bus garage. Roll call taken – Fred Rogers – Yes, Robert Engel – Yes, and Mary Horan – Yes and the motion carried.

III. **BOARD COMMENTS/MINUTES:**

A. Mr. Rogers asked if anyone had any questions or corrections on the minutes for approval of the Board Meeting for January 17, 2008. (*Exhibit 1*)

Mrs. Horan made the motion to approve the minutes as presented and supported by Mr. Engel. Voice votes held and motion carried.

B. Mr. Rogers then asked if there was a motion to approve the minutes from the Closed Meeting on January 17, 2008. Discussion held to address concerns in closed session at end of meeting.

IV. **EXECUTIVE DIRECTOR:**

A. Contracts

1. Empiric Solutions – Mrs. Bailey indicated this two-year renewal contract was reviewed and approved by Kathy Abbott, civil counsel.

Mr. Engel made a motion to authorize chair to sign contract with Empiric Solutions and supported by Mrs. Horan. Roll call taken – Fred Rogers – Yes, Robert Engel – Yes, and Mary Horan – Yes. Motion carried.

2. Old Town Optical – Mrs. Bailey indicated this is also a two-year contract that was reviewed and approved by Kathy Abbott.

Mr. Engel made a motion to authorize chair to sign the Old Town Optical two-year contract and supported by Mrs. Horan. Roll call taken – Fred Rogers – Yes, Robert Engel – Yes, and Mary Horan – Yes and the motion carried.

3. Archer Unemployment – Mrs. Bailey indicated this is the same contract we have used for the past couple of years and is a two-year contract that has been reviewed and approved by civil counsel.

Mr. Engel made a motion to authorize chair to sign the two-year contract with Archer Unemployment and was supported my Mrs. Horan. Roll call taken – Fred Rogers – Yes, Robert Engel – Yes and Mary Horan – Yes and the motion carried.

- B. Creation of 5/10 Year Plan committee – Mrs. Bailey mentioned that she would like to create a committee to put together a five and ten year plan regarding the Facility. She indicated she would like to see a member appointed by the County’s Building & Grounds Committee. Dick Bidstrup has offered along with a DHS Board member to be a part of this committee along with several individuals from the Facility. Mrs. Bailey stated that the MCMCFC is researching the CON bed requirements and what research needs to be done to get general population beds vs. dementia related beds. She also mentioned about the concern with private facilities being closed down by the state and ideas that the MCMCFC have come up with to accomplish not closing some facilities that would make it difficult for families of residents.

Mr. Engel made a motion to appoint Mary Horan to the 5/10 Year plan committee representing the DHS board and was supported by Mr. Rogers. Voice vote taken and motion carried.

- C. MDOT Bus - In regards to getting a new bus from MDOT the requirements are 5 years or 150,000 miles on current vehicle.
- D. NMH Tour – Mrs. Bailey informed the board members that we had the social workers, discharge planners and/or care coordinators from the hospital at the Facility for a tour and lunch and it was well received.

V. **DIRECTOR OF FINANCIAL SERVICES:**

- A. Cash Projections/Actual Report – Mr. Greer distributed in the packets the report for **January 2008** and discussion was held.

- B. Financial Report – Mr. Greer distributed the Financial Report for the period ending **December 31, 2007**. Further discussion held.

Mrs. Horan made a motion to accept as printed, the Cash Report ending January 31, 2008 and the Financial Report ending December 31, 2007 and supported by Mr. Engel. Voice votes held and motion carried.

- C. Accounts Payable & Pre-Pays – Bills presented/approved at Finance Meeting today as shown: *Accounts Payable - \$93,724.81* as of 02/01/08 and *\$190,208.44* as of 02/13/08 and *\$207,509.49* as of 2/21/08 *totaling \$491,442.74*.

Mr. Engel made a motion, supported by Mrs. Horan to approve the February payables as submitted at the Finance Meeting. Roll call vote held: (Fred Rogers – YES, Robert Engel – YES; and Mary Horan – YES) and motion carried.

D. Compensation Study – Mr. Engel brought up the issue of a compensation study and Mr. Greer mentioned that was done in 2000. Mr. Greer stated he could update and modify it and compare it to the nursing homes in Region II and compare to the 36 county-owned nursing homes across the state.

VI. **OLD BUSINESS:** Mrs. Bailey mentioned that we could get an opinion on the 501 (c)(3) Fund from the attorney who prepared the documents who is Joe Lucas with the firm of Nantz, Litowich et al at a cost specific. Kathy Abbott, civil counsel is not familiar with this area of the law.

Mrs. Horan made a motion, seconded by Mr. Engel to have Mr. Lucas with Nantz, Litowich et al provide a legal opinion not to exceed \$1,000. Roll call held – Fred Rogers – Yes, Bob Engel – Yes; and Mary Horan – Yes and the motion carried.

VII. **NEW BUSINESS:** None

VIII. **CLOSED SESSION:**

Mrs. Horan made a motion at 11:15 a.m. to go into closed session to discuss the closed meeting minutes from last month’s meeting. Mr. Engel supported the motion. Roll call held: (Fred Rogers – YES, Robert Engel – YES, and Mary Horan – YES) and motion carried.

IX. **OPEN SESSION:**

Mr. Engel made a motion to come out of closed session at 11:20 a.m. Roll call vote taken – Fred Rogers – Yes, Robert Engel – Yes, and Mary Horan – Yes. Motion carried.

Mary Horan made a motion supported by Robert Engel to approve the closed meeting minutes of January 17, 2008 as presented. Voice votes taken and motion carried.

VIII. **ANNOUNCEMENTS/REQUESTS:** Next board meeting scheduled for **Thursday, March 20, 2008 at 10 a.m. Finance Meeting will begin at 8:30 a.m.**

IX. **ADJOURNMENT:** Motion made by Mrs. Horan and supported by Mr. Engel to adjourn the meeting at 11:25 a.m. Voice votes held and the motion carried.

Date

Fred Rogers, ECDHS Chairperson

Date

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

Date

Janet R. VandenBerg, ALS, Recording Secretary

cc: Fred Rogers, Robert Engel, Mary Horan, Kathy Abbott, Toni Wiltse, Jim Tamlyn, Tom Shier, Alan Behan, Jack Jones, Tom Foltz, Les Atchison, Leroy Gregory, Fred Gray.