

BOARD MEETING MINUTES
EMMET COUNTY DEPARTMENT OF HUMAN SERVICES
January 17, 2008

The Emmet County Human Services Board held its regularly scheduled Board meeting on Thursday, January 17, 2008 at Bay Bluffs in the Conference Room. Fred Rogers, board chairperson, called the meeting to order at 10 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; Patty McClees, Director of Clinical Services; and Janet Vandenberg, recording secretary.

Others Present: Kathy Abbott, Emmet County Civil Counsel, Leroy Gregory, Emmet County commissioner/liaison to the board.

I. **PUBLIC COMMENTS:** None

II. **GUESTS:** Lisa Scott, social worker who replaced Robyn Ames, was our guest. She started working at the Facility in mid-November. She expressed to the board that she is an advocate for the residents and is working closely on behavioral problems, medication concerns, and what interventions work for the residents. She stated she enjoys working in the LTC setting and came from Tendercare in Cheboygan. The board thanked her for taking the time to share with them her goals and ideas.

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 December 20, 2007. (*Exhibit 1*)

Mr. Engel made the motion to approve the minutes as presented and supported by Mrs. Horan. 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 December 20, 2007.

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

IV. **EXECUTIVE DIRECTOR:**

A. Mrs. Bailey ask the board to correct the Agenda under her section 6 to read a, b. c. d., and to correct Bob Engel's home telephone number on the board listing as 348-0782.

B. Contracts

1. Occupational Therapy – Mrs. Bailey said the OT's contract will be for two-years and her rate will be \$45 per hour with a minimum of 40 hours per week. If she needs additional assistance she can bring in a Certified Occupational Therapy Aide (COTA) at \$25 per hour.

Mr. Engel made a motion to approve the Occupational Therapy contract with Kathy Abbott's review subject to recommended changes and supported by Mary Horan. Roll call vote held: (Fred Rogers - YES, Robert Engel – YES, and Mary Horan – YES). Motion carried.

2. Hospice of LTB – This will be a one-year contract. Kathy Abbott has reviewed and approved as to form of the contract.
Robert Engel made a motion to approve the Hospice of LTB as approved by legal counsel and supported by Mary Horan. Roll call vote held: (Fred Rogers – YES, Robert Engel – YES, and Mary Horan – YES). Motion carried.
3. NWMCHA Hospice – This contract will be for a two-year period and was approved as to form by Kathy Abbott.
Mary Horan made a motion to approve the NWMCHA Hospice contract as approved by legal counsel and supported by Robert Engel. Roll call vote held: (Fred Rogers – YES, Robert Engel – YES, and Mary Horan – YES). Motion carried.
4. NCMC Nursing Contract – This contract, as prepared in previous years, was approved as to form by Kathy Abbott.
Robert Engel made a motion to authorize chair to sign contract and supported by Mary Horan. Voice votes held and motion carried.

C. 501(c)(3) Foundation meeting – Mrs. Bailey gave an overview of the Foundation meeting held on January 11, 2008. Mrs. Bailey indicated we have an individual by the name of Patrick Schulte who has raised funds for the Beaumont Hospital Foundation and Northern Michigan Hospital Foundation and is interested in raising funds for our foundation. Mrs. Bailey would like him to be our guest at the February or March board meeting. Further discussion held. Kathy Abbott then stated she would need to review the payment process for grants under our 501 (c)(3).

D. Executive Director’s contract & evaluation. This to be addressed at the end of this meeting. Mrs. Bailey also asked that we add Mike Greer’s name under New Business.

V. **DIRECTOR OF FINANCIAL SERVICES:**

A. Cash Projections/Actual Report – Mr. Greer distributed in the packets the report for **December 2007** and discussion was held.

B. Financial Report – Mr. Greer distributed the Financial Report for the period ending **November 30, 2007**. Further discussion held.

Mr. Engel made a motion to accept as printed, the Cash Report ending December 31, 2007 and the Financial Report ending November 30, 2007 and supported by Mrs. Horan. Voice votes held and motion carried.

C. Accounts Payable & Pre-Pays – Bills presented/approved at Finance Meeting today as shown: *Accounts Payable - \$174,901.25* as of 01/09/08 and *\$155,833.85* as of 01/17/08 *totaling \$330,735.10*.

Mr. Engel made a motion, supported by Mrs. Horan to approve the January 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. Audit Services – Mr. Greer mentioned he submitted bids in area papers for audit services for 2007 and did not receive any responses. He did mention that Plante Moran submitted a proposal and that he feels they are the most qualified. There are some new requirements for fraud testing and Medicaid and Medicare cost reports. For the 2006 audit, we paid \$18,800 for the 2007 audit. They are proposing \$19,900, which is about a three percent increase. Further discussion held.

Mr. Engel made a motion to retain Plante Moran to do the 2007 audit at a fee of \$19,900 and supported by Mrs. Horan. Roll call held: (Fred Rogers – NO, Robert Engel – YES, and Mary Horan – YES) and motion carried.

VI. **OLD BUSINESS:** Mrs. Bailey requested the board go into closed session regarding her evaluation. She excused herself from the room so the board could discuss her evaluation.

VII. **CLOSED SESSION:**

Mrs. Horan made a motion at 11:23 a.m. to go into closed session to consider the periodic evaluation of the Executive Director, because the Executive Director requested a closed hearing. Mr. Engel supported the motion. Roll call held: (Fred Rogers – YES, Robert Engel – YES, and Mary Horan – YES) and motion carried.

VIII. **OPEN SESSION:**

Mrs. Horan made a motion and supported by Mr. Engel at 12:15 p.m. to go back into open session. (Roll call vote held: Fred Rogers – YES, Robert Engel – YES, and Mary Horan – YES) and motion carried.

The board members then shared with Mrs. Bailey what they were recommending as part of her new three-year contract.

Mrs. Horan moved to approve job description as part of her three-year contract and supported by Mr. Engel. Voice votes held and motion carried.

Further discussion held and board members expressed their comments as to strengths and weaknesses and how they evaluated her. The board then discussed what her compensation presently is, what benefits she currently receives, and how her present salary was compared to other administrators in the MCMCFC Region 2 and across the state and compared those figures to bed size, education, and qualifications of the administrator. Further discuss held.

Mrs. Horan made a motion to approve changes to the contract, including (a) clarification in section 4.2 that the board shall pay the cost of the premium for full family health benefits, (b) entitlement to six weeks of vacation per year effective January 1, 2008, (c) deletion of subsection 4.2(4) regarding personal leave, (d) increase of notice in section 5.1 to 90 days, and (5) change in period for receipt of salary and benefits in section 5.2 to 90 days. Mr. Rogers supported motion. Roll call vote held: (Fred Rogers – YES, Robert Engel – NO, and Mary Horan – YES) and motion carried.

Mrs. Horan made a motion and Mr. Rogers supported to approve a (\$9,000 increase for 2008, an additional \$5,000 for 2009, and a three-percent increase for 2010). Her new three-year contract will be from January 1, 2008 through December 31, 2010. Roll call vote held: (Fred Rogers – YES, Robert Engel – NO, and Mary Horan – YES) and motion carried.

Kathy Abbott will make the necessary changes as to the contract (compensation, benefits, etc.) as discussed and have it ready for signature at the February meeting.

VII. **NEW BUSINESS:** Mrs. Bailey requested that the board would consider a pay increase for Mr. Greer. She stated that he has been offered jobs at alternate organizations. She stated he has not received a pay increase other than the normal 2-3% since she has been here. She stated that he is an integral part of the organization, and if he were to leave, a comparable replacement would be difficult to find. Mr. Engel feels that a compensation study (5, 10, 15 etc.) should be done first on all employees as there is no incentive to long-term employees with only the annual cost of living increase (COLI). Kathy Abbott indicated that possibly Mr. Greer could put some options for pay scales together for the March meeting for the board to review. Additional discussion held.

Mrs. Horan made a motion to approve an increase of \$2.50 per hour for Mr. Greer and Mr. Rogers supported the motion. Roll call vote held: (Fred Rogers – yes, Robert Engel – no, and Mary Horan – yes) and the motion carried.

VIII. **ANNOUNCEMENTS/REQUESTS:** Next board meeting scheduled for **Thursday, February 21, 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 1:12 p.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.