

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

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

Board Member absent: None

Staff Members present: Diana L. Bailey LNHA, MBA, Executive Director
Michael Greer, Director of Financial Services
Carol Timmer, Assistant 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
Lise Hoppe, Cadillac Insurance

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

I. PUBLIC COMMENT: None

II. GUEST(S):

A. **Lise Hoppe** with Cadillac Insurance spoke to the board on the Smoking Roll-Out Plan and a draft of an employee survey. Discussion held and minor changes made. Lise will make the changes and forward copies to Mike Greer and Diana Bailey.

Mrs. Horan made motion to accept the Roll-Out Plan as of July 17, 2008 towards a smoke-free workplace by July 2009. Mr. Engel supported motion. Voice votes held and motion carried.

B. **Carol Timmer, RN, BSN**, Assistant Director of Clinical Services – Carol explained that part of her job includes Infection Control. She explained to the board that she received training but has continued to self-educate herself for the past two plus years in regards to the Avian (Pandemic) Influenza and described the procedures for prevention and control of this at the Facility. Carol Timmer gave a Power Point presentation and the board received the same handouts in their packets prior to the meeting. Discussion held and questions answered. She explained that the local/state/federal governments are taking this seriously and at this point have no idea how long it will last, and that effective preventative and therapeutic measures will be short supply. She recommended that we get our influenza shots this year and that the individuals who will be more susceptible to getting it will be in their 20's and 30's. Daily monitoring staff and residents will diagnose it and that the diagnosis will be by symptoms and laboratory results. The facility has developed a skeleton plan to handle when this outbreak comes. She constantly is monitoring websites and receiving alerts. The Medical Director of Northwest Michigan Health Department will notify the Facility when the avian influenza is reported in the geographic area. Carol indicated that the staff will be educated on this and the first part will be in the form of the 2008 Safety Test that all employees are required to take and turn in. The flu season normally runs between October 1 and March 31.

III. APPROVAL OF MINUTES:

Mr. Rogers then asked if there were any additions or corrections to the meeting minutes of June 19, 2008.

Mrs. Horan made a motion to accept the meeting minutes of June 19, 2008 as distributed and supported by Mr. Engel. Voice votes held and motion carried.

IV. EXECUTIVE DIRECTOR :

- A. **Annual State Survey** – Mrs. Bailey stated that our 2008 annual state survey and fire inspection survey are done. The state was back in to review the concerns on the fire inspection survey and that is now completed. We have until the end of August to have the annual surveyors revisit on the two citations received.
- B. **Involuntary Discharge** – Mrs. Bailey asked Kathy Abbott to give an update to the board. Kathy Abbott gave a brief synopsis of the status of this case and will keep the board apprised of the situation. A hearing before Judge Mulhauser is scheduled in August.
- C. **Facility Physicians** – Mrs. Bailey indicated we have two new physicians joining our staff, which brings us up to four. Dr. Jackson and Dr. Richmond are both from Internal Medicine and are waiting on having fingerprinting done.
- D. **501(C)(3) Meeting** –Mrs. Bailey stated that their will be a foundation meeting on Monday, July 21 at 9 a.m. She explained that due to a conflict of interest Patrick Schulte would not be allowed to help us in this effort due to his association with Northern Michigan Regional Hospital. She also requested the opportunity to advertise for a grant writer. Mrs. Horan mentioned that the potential of having a therapeutic garden is still in the works. The professor from MSU has a cherry farm near Traverse City and has to finish harvesting cherries before visiting our area.
- E. **Five Star Rating/My Inner View** – Mrs. Bailey informed the board of some changes being made to rate nursing homes that receive Medicare and Medicaid. This star rating will be based on annual surveys, resident care, resident & family surveys, etc. She indicated that MCMCFC is attempting to get a group discount on this program. Discussion held and approval of contract was delayed until August to give Kathy time to review.

V. DIRECTOR OF FINANCIAL SERVICES –

- A. **Cash Report** – Mr. Greer distributed copies in packets of the Cash Report ending June 30, 2008. Discussion held.
- B. **Financial Report** – Mr. Greer distributed copies in packets of the Financial Report ending May 31, 2008. Discussion held.
Mr. Engel made a motion to accept the Cash Report ending June 30, 2008 and the Financial Report ending May 31, 2008 as distributed and supported by Mrs. Horan. Voice votes held and motion carried.
- C. **Accounts Payable/Pre-Pays** – These items were discussed at the Finance Meeting earlier today as follows: 7/2/08 - \$16,252.83; 7/11/08 - \$127,877.85; and 7/17/08 - \$191,809.58 for a total of \$335,940.26.
Mr. Engel made a motion to approve bills for July as presented and shown above. Mrs. Horan supported the motion. Roll call vote taken – Fred Rogers (YES), Robert Engel (YES), and Mary Horan (YES). Vote carried.
- D. **County Appropriation for 2009** – Mr. Greer mentioned this is in regards to the Maintenance of Effort, which is based on \$6.23 per day for each Medicaid resident. Last year we requested \$210,000 and have done the same this year. Letter is ready for chairperson's signature once approval has been received from board.
Mrs. Horan made a motion to authorize ECDHS Board chairperson to sign the letter for the 2009 County Appropriation and Mr. Engel supported motion. Voice votes held and motion carried.
- E. **Expense Reports** – Mr. Greer distributed the revised expense reports for the board members.

VI. **OLD BUSINESS** – Mrs. Bailey mentioned that Mr. Greer is still working on the step system that includes wages and benefits for the employees. He has contacted other facilities to see what they are offering in these two areas.

VII. **NEW BUSINESS** – None

VIII. **NEWSPAPER ARTICLES / LETTERS** – in packets for review

IX. **ADJOURNMENT** – Mrs. Horan made a motion, supported by Mr. Engel to adjourn the meeting at 11:36 a.m.

X. **NEXT MEETING** – The next regular scheduled meeting is for Thursday, August 21, 2008 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, 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.