

**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 Cessation Program and its options.

B.

III. **APPROVAL OF MINUTES:**

Mr. Rogers then asked if there were any additions or corrections to the meeting minutes of May 15, 2008.

Mrs. Horan made a motion to accept the meeting minutes of May 15, 2008 as distributed and supported by Mr. Rogers. Voice votes held and motion carried.

Mr. Rogers then asked for approval to appoint Fred Simons to the Foundation Board to replace George Booth.

Mrs. Horan made a motion to approve Fred Simons as board member to the foundation board and supported by Mr. Rogers. Voice votes held and motion carried.

IV. **EXECUTIVE DIRECTOR :**

A. **Annual State Survey** – Mrs. Bailey stated that our 2008 annual state survey has taken place and we have received the best survey in 20 years. The surveyors were in/out in three days.

B. **Census Update** – Mrs. Bailey mentioned that we have had 25 discharges and 22 admissions in the past 30 days and presently have five available beds.

C. **Involuntary Discharge** – Mrs. Bailey asked Kathy Abbott to give an update to the board. Kathy Abbott will keep the board apprised of the situation.

D. **Contracts** –

1. **Detroit Bio-Med Laboratories** – Mrs. Bailey presented a renewal contract with Detroit Bio for lab services to expire 05/30/10. Kathy Abbott has reviewed and approved.

Mrs. Horan made a motion to approve this contract and supported by Mr. Rogers. Roll call vote taken: Fred Rogers (YES), Robert Engel (ABSENT), and Mary Horan (YES). Vote carried.

2. **Grand Valley State University, Social Work program** – Mrs. Bailey stated this is also a renewal contract for the purpose of social work students doing their clinical requirements. Kathy Abbott has reviewed and approved.

Mrs. Horan made a motion to approve the contract for clinical requirements for social work students. Mr. Rogers supported the motion. Voice votes held and motion carried.

V. DIRECTOR OF FINANCIAL SERVICES –

- A. **Cash Report** – Mr. Greer distributed copies in packets of the Cash Report ending May 31, 2008. Discussion held and Mr. Greer will be revising this as well.

- B. **Financial Report** – Mr. Greer distributed copies in packets of the Financial Report ending April 30, 2008. Discussion held.

Mrs. Horan made a motion to accept the Cash Report ending May 31, 2008 and the Financial Report ending April 30, 2008 as distributed and supported by Mr. Rogers. Voice votes held and motion carried.

- C. **Accounts Payable/Pre-Pays** – These items were discussed at the Finance Meeting earlier today as follows: **6/12/08 - \$11,069.06; 6/11/08 - \$155,671.64; and 6/19/08 - \$174,730.44 for a total of \$341,471.44.**

Mrs. Horan made a motion to approve bills as presented and shown above. Mr. Rogers supported the motion. Roll call vote taken – Fred Rogers (YES), Robert Engel (ABSENT), and Mary Horan (YES). Vote carried.

- D. **Defined Benefit Plan** – Mr. Greer mentioned to the board regarding the Defined Benefit Plan and Assets vs. Unfunded Obligations. Mr. Greer mentioned the proposed minimum contribution would be \$5,000 and the maximum would be \$150,000. He told the board he budgeted \$90,000. Mike will review it again in December of 2008. He also explained that no motion is required but that he will contribute \$15,000 per month beginning in July through December 2008.

VI. OLD BUSINESS – None

- VII. **NEW BUSINESS** – Mrs. Bailey mentioned that family members and friends of a former resident

donated funds to purchase a wall fountain on the Special Needs Unit.

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

- IX. **ADJOURNMENT** – Mrs. Horan entertained a motion to adjourn the meeting at 11:56 a.m.

- X. **NEXT MEETING** – The next regular scheduled meeting is for Thursday, July 17, 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.