

BOARD MEETING MINUTES
EMMET COUNTY DEPARTMENT OF HUMAN SERVICES
March 20, 2008

The Emmet County Human Services Board held its regularly scheduled Board meeting on Thursday, March 20, 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 RN, Director of Clinical Services; and Janet Vandenberg, recording secretary.

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

I. **PUBLIC COMMENTS:** None

II. **BOARD COMMENTS/MINUTES:**

A. Mr. Rogers asked if anyone had any questions or corrections on the minutes for approval of the Board Meeting for February 21, 2008 (*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 February 21, 2008 (*Exhibit 2*).

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

C. Mr. Rogers and the board agreed to change the monthly finance meeting time. Calendar to be revised, posted, and distributed with change.

Mr. Engel made a motion to change the Finance Meetings from 8:30 a.m. to 8:45 a.m. each month prior to the board meetings at 10 a.m. Mrs. Horan supported the motion. Voice votes held and motion carried.

III. **EXECUTIVE DIRECTOR:**

A. Go Green: Mrs. Bailey mentioned that we are in the process of using the county's recycle system that will be ecologically friendly and save us in trash pickup. Containers are in place in the offices and various areas.

B. Alzheimer's Unit carpeting: Mrs. Bailey brought to the board's attention that the carpet needs to be replaced in the living room on Special Needs Unit. The concern relates to the difference in textures for dementia residents, so she would like to put down the wood laminate floors to eliminate resident falls. Bids will be requested.

C. Conflict of Interest Policy: Mrs. Bailey mentioned that she would like to see this distributed, completed, and returned by all board members, managers, and/or staff who are required to complete. The forms will be returned to the executive director now and then annually each January.

D. Contracts:

1. NCCMH – An addendum to their contract was received and will end 9/30/09. This contract is required by state regulations.

Mr. Engel made a motion to authorize chairperson to sign the Addendum to the contract and supported by Mrs. Horan. Voice votes held and motion carried.

2. Senior Companion Program – This Memorandum of Understanding (MOU) is with Catholic Human Services that allows senior volunteers to visit with our residents. Further discussion held. It was decided that a volunteer policy needs to be established immediately and incorporate the criminal background check and TB testing.

Mr. Engel made a motion to authorize chair to sign the MOU and was supported by Mrs. Horan. Roll call vote taken: (Fred Rogers – Yes; Robert Engel – Yes; and Mary Horan – Yes). Motion carried.

3. In-House Diagnostic Solutions – This contract is a renewal for x-ray services to be done in Facility. This contract will expire March 31, 2010. Discussion held.

Mr. Engel made a motion to authorize chair to sign this contract and was supported by Mrs. Horan. Roll call vote taken: (Fred Rogers – Yes; Robert Engel – Yes; Mary Horan – Yes). Motion carried.

- E. Legal Opinion: Mrs. Bailey copied the board members with an opinion received from Nantz, Litowich, Smith, Girard & Hamilton. Discussion held and Mrs. Bailey will request clarification from Mr. Lucas. Mrs. Bailey will ask Patrick Schulte to attend the April Board meeting. He is a professional fundraiser.

- F. FOIA letter – Mrs. Bailey mentioned the Board received a request from a former employee for information. Discussion was held. Kathy Abbott will work with staff members to submit appropriate response and will copy the board members. Kathy Abbott gave an overview of what is requested/required under the Employee Right to Know Act.

- G. Compliance Officers – Discussion was held as to who was in charge of Corporate Compliance, HIPAA Compliance, and Security Compliance. Mrs. Bailey responded as to what directors are handling which areas.

Mary Horan made a motion to approve Diana Bailey as HIPAA Compliance Officer; Patty McClees RN, as Corporate Compliance Officer; and Mike Greer as Security/Computer Compliance Officer. Mr. Engel supported the motion. Voice votes taken and motion carried.

IV. **DIRECTOR OF FINANCIAL SERVICES:**

- A. Cash Projections/Actual Report – Mr. Greer distributed in the packets the report for **February 29, 2008** and discussion was held.

- B. Financial Report – Mr. Greer distributed the Financial Report for the period ending **January 31, 2008**. Further discussion held.

Mrs. Horan made a motion to accept as printed, the Cash Report ending February 29, 2008 and the Financial Report ending January 31, 2008 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 - \$196,244.23* as of 03/20/08 and *\$126,577.87* as of 3/30/08 *totaling \$322,822.10*.

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.

VI. **OLD BUSINESS:** None

VII. **NEW BUSINESS: MPRO Award of Excellence for 2007** – Mrs. Bailey will go to Lansing April 2 to receive award. The board chair congratulated the Facility on receiving the award. Mrs. Bailey also mentioned the Harbor Light paper and the articles about the laptop computer, which is fully wireless and purchased by the Auxiliary and Wii system, which the residents are enjoying tremendously.

VIII. **ANNOUNCEMENTS/REQUESTS:** Next board meeting scheduled for **Thursday, April 17, 2008 at 10 a.m.** **Finance Meeting will begin at 8:45 a.m.**

IX. **ADJOURNMENT:** Motion made by Mrs. Horan and supported by Mr. Engel to adjourn the meeting at 11:12 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.