

**Emmet County Department of Human Services
Board Meeting Minutes
May 15, 2008**

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

Staff Members present: Diana L. Bailey LNHA, MBA, Executive Director
Michael Greer, Director of Financial Services
Janet R. VandenBerg, Executive Assistant

Others present: Kathy Abbott, Emmet County Civil Counsel
Leroy Gregory, Emmet County Commissioner/Liaison to Board

Fred Rogers, board chairperson called the meeting to order at 10:05 a.m.

I. **PUBLIC COMMENT:** None

II. **GUEST:** None

III. **APPROVAL OF MINUTES:**

Mr. Rogers then asked if there were any additions or corrections to the meeting minutes of April 17, 2008.

Mrs. Horan made a motion to accept the meeting minutes of April 17, 2008 as distributed and supported by Mr. Engel. Voice votes held and motion carried.

IV. **EXECUTIVE DIRECTOR :**

A. Capital Budget Redistribution Request – Mrs. Bailey distributed a form, discussion held. She indicated we are still investigating purchasing voice activated computers for the nurses to input their documentation, which is not in this redistribution allocation. The redistributed allocations are as follows: Carport – increase costs to enclose to meet state specifications -\$11,200; SNU flooring - \$3,150; valve replacement - \$5,295; moving Bay Bluffs exterior sign approved by City - \$1,000; seal and restripe parking lots - \$6,600; computers - \$5,000; and dietary miscellaneous - \$1,000; and miscellaneous carryover 2009 - \$5,355 for a total of \$38,600.

Mr. Engel made a motion to approve the redistribution request for the capital budget as provided and supported by Mrs. Horan. Roll call vote taken: YES – Fred Rogers,

YES – Robert Engel, and YES – Mary Horan. Motion carried.

B. Smoking – Mrs. Bailey indicated that Cadillac Insurance will be attending the next board meeting to discuss options available for staff.

C. ADA / Absenteeism policies – Mrs. Bailey shared with the board members that we have been working with Kathy Abbott and she approved both policies. The Absenteeism policy is a revision and the Americans with Disabilities Act (ADA) policy and will work with our FMLA policy already approved, if approved by the board, will reflect today's date. Discussion held. Both policies will be distributed staff to place in their handbooks with next paycheck.

Mr. Engel made a motion to approve the revisions to the Absenteeism policy in the Employees Handbook and Mrs. Horan supported motion. Voice votes held and motion carried.

Mr. Engel then made a motion to approve the Americans with Disabilities Act policy and include it in the Employees' Handbook and Mrs. Horan supported the motion. Voice votes held and motion carried.

- D. Vacancy on 501 (c) (3) Board – Mrs. Bailey mentioned to the board members that we have a vacancy on the foundation board. George Booth submitted his resignation effective immediately. Discussion held. Mrs. Bailey indicated she had one resume for the position already. Board members suggested that she place an ad in the paper and put together resumes from these individuals and bring to the June meeting.
- E. Attorney Resolution for 501 (c) (3) - Mrs. Bailey stated Kathy Abbott revised the form that was provided and can be completed when Board is ready to use.
- V. DHS Board Member resignation – Mrs. Bailey mentioned that Mr. Engel has tendered his resignation for the end of October, 2008.
- VI. **DIRECTOR OF FINANCIAL SERVICES –**

- A. Cash Report – Mr. Greer distributed copies in packets the cash report ending April 30, 2008. Discussion held.
- B. Financial Report – Mr. Greer distributed copies in packets the Financial Report ending March 31, 2008 and discussion held.

Mr. Engel made a motion to accept the Cash Report ending April 30, 2008 and the Financial Report ending March 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 Financial Meeting earlier today as follows: 5/02/08 - \$5,658.05; 5/09/08 - \$138,067.08; and 5/15/08 - \$181,911.45 for a total of \$325,636.58.
- Mr. Engel made a motion to approve the bills as presented and shown above, and supported by Mrs. Horan. Roll call vote taken – Fred Rogers (YES), Robert Engel (YES), and Mary Horan (YES). Roll call approved motion.**
- D. Expense Reports – Mr. Greer mentioned he revised the form and discussion held. Kathy Abbott clarified what is a meeting, the timeframe and per diem amounts.
- E. Audit Report – Mr. Greer and Mrs. Bailey touched on the audit report done by Plante & Moran and presented by Eric Conway on April 22, 2008. Mr. Rogers then asked if there were any additions or corrections to the meeting with the auditor on April 22, 2008.
- Mrs. Horan made a motion to accept the meeting minutes with the auditor as on April 22, 2008 as distributed and supported by Mr. Engel. Voice votes held and motion carried.**

VII. **OLD BUSINESS –**

- A. Dementia Training – Mrs. Bailey and Kathy Abbott referenced the old contract drawn up for Diane Zide. That contract had expired in February. A new contract will be drawn up with Kathy Abbott has the information needed.
- B. Volunteer Policy – Kathy Abbott then mentioned that she is still working on a volunteer policy for the Facility.

VIII. **NEW BUSINESS –**

Therapeutic Garden – Mary Horan mentioned that a faculty member from MSU working in the Landscape/architectural area is interested in devising a plan at no charge for a therapeutic garden. Discussion held as to providing this individual with an overnight accommodation and mileage.

Mrs. Horan made a motion to pay one night accommodation and mileage for the MSU faculty member not to exceed \$500 and supported by Mr. Engel. Roll call vote taken – Fred Rogers (Yes), Robert Engel (Yes) and Mary Horan (Yes).

IX. NEWSPAPER ARTICLES / LETTERS –

X. ADJOURNMENT – Mr. Engel made a motion to adjourn the meeting at 11:25 a.m. and supported by Mr. Engel.

XI. NEXT MEETING – The next regular scheduled meeting is for Thursday, June 19, 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.