

**Emmet County Department of Human Services
Board Meeting Minutes
November 20, 2008**

- Board Members present:** Fred Rogers, Board chairperson
Mary Horan, Board vice-chairperson
Patricia Frisbey, Board member
- Board Member absent:** None
- Staff Members present:** Diana L. Bailey, LNHA, MBA, Executive Director
Michael Greer, CPA, Director of Financial Services
Janet R. VandenBerg, ALS, Executive Assistant
- Staff Members absent:** None
- Others present:** Kathy Abbott, Esq., Emmet County Civil Counsel
Leroy Gregory, Emmet County Commissioner/Liaison to Board

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

- I. **PUBLIC COMMENT:** None
- II. **SCHEDULED APPEARANCE(S):** None
- III. **APPROVAL OF MINUTES:**
 - A. Mr. Rogers then asked if there were any additions or corrections to the meeting minutes of October 16, 2008.

Mrs. Horan made a motion to accept the meeting minutes distributed of October 16, 2008, and supported by Mr. Rogers. Voice votes taken and motion carried. Mrs. Frisbey abstained from voting as a new board member.
 - B. Mr. Rogers then introduced the new board member, Patricia J. Frisbey. The County Commissioners appointed Mrs. Frisbey to replace Mr. Engel. Mrs. Frisbey gave a brief overview of her background and that she was looking forward to serving on this board.
 - C. Mr. Greer mentioned that a thank you letter should be sent from the board to Mr. Engel for his service on the Board for the past three years. The board agreed that needs to be done.
 - D. Mr. Rogers then stated in P.A. 280 when a new board member comes on the DHS Board we hold election of officers for board chair and vice-chair. Mr. Rogers asked for nominations for board chair. **Mrs. Horan nominated Fred Rogers as board chair, and was supported.** Mrs. Horan closed nominations for board chairperson and Mr. Rogers accepted position. **Voice votes taken, motion carried. Mr. Rogers nominated Mary Horan for vice chair and was supported.** Mr. Rogers closed nominations for board vice-chairperson and Mrs. Horan accepted position. **Voice votes taken, motion carried.**

Board chairperson -	Fred Rogers
Board vice chairperson -	Mary Horan
Board member -	Patricia Frisbey

IV. EXECUTIVE DIRECTOR :

A. **Contracts -**

1. **Michigan Community Dental Clinics Inc.** – Mrs. Bailey indicated this is a revised contract and that concerns Kathy Abbott had were corrected on the copy for signatures. Discussion held.

Mrs. Horan made a motion to accept the Dental Clinics contract as revised and allow the chair to sign and was supported by Mrs. Frisbey.

Roll call vote taken: (Yes) Fred Rogers, (YES) Mary Horan, and (YES) Patricia Frisbey. Motion approved.

2. **Optimus EMR** – This is the contract for the Electronic Medical Records computer program discussed last month. Mr. Greer has the lengthy contract with nine exhibits and addendums, and it has been reviewed by Kathy Abbott. Mr. Greer is requesting that we start 12/01/08 vs. 1/1/09. Discussion held and questions answered.

Mrs. Horan made a motion to authorize chair to sign the Optimus EMR Contract and was supported by Mrs. Frisbey. Roll call vote taken: Fred Rogers (YES); Mary Horan (YES); and Patricia Frisbey (YES). Motion approved.

- B. MCMCFC District II Meeting – Mrs. Bailey mentioned to the board that the district meeting was held at Bay Bluffs on Friday, Nov. 14th. We had State Representative Gary McDowell present to listen to the county-owned facilities' concerns. It was a very productive meeting for the nursing home administrators and directors of nursing.

V. **DIRECTOR OF FINANCIAL SERVICES –**

- A. **Cash Report** – Mike Greer distributed copies in packets of the Cash Report ending October 31, 2008. Mr. Greer reviewed with the board the report, and answered questions.

- B. **Financial Report** – Mr. Greer also distributed copies in packets of the Financial Report ending September 30, 2008. Discussion held and questions answered.

Mrs. Horan made a motion to accept the Cash Report ending October 31, 2008 and the Financial Report ending September 30, 2008 as distributed and supported by Mrs. Frisbey. Voice votes held and motion carried.

- C. **Accounts Payable/Pre-Pays** – These items were discussed at the Finance Meeting earlier today as follows: **11/01/08 - \$8,176.64; 11/05/08 - \$8,588.55; 11/14/08 - \$93,195.94 and 11/20/08 - \$221,636.86 for a total of \$331,597.99.**

Mrs. Horan made a motion to approve bills for November as presented for pay. Mrs. Frisbey supported the motion. Roll call vote taken – Fred Rogers (YES), Mary Horan (YES), and Patricia Frisbey (YES). Roll call vote carried.

- D. **Plante – Moran letter** regarding year-end audit for Medicaid & Medicare was received and copies distributed to board. Discussion held.

- E. **Request for Closed Session – Workers Compensation Case** – Mr. Greer requested the board to go into closed session to discuss a pending workers' compensation case and to review recommendations from attorney.

- VI. **CLOSED SESSION:** Mrs. Horan made a motion, supported by Mrs. Frisbey to go into closed session at 11:22 a.m. to discuss the October 20, 2008 letter from Attorney Keith P. Theisen which is subject to the attorney-client privilege and concerns trial or settlement strategy in connection with the workers' disability compensation case, *Melissa A. Jarvis vs. Bay Bluffs – ECMCF*, because an open meeting would have a detrimental financial effect on the Facility's

position. Roll call vote taken: Fred Rogers (YES); Mary Horan (YES); and Patricia Frisbey (YES). Motion carried.

VII. **OPEN SESSION: Board returned to Open Session at 11:36 a.m.**

VIII. **OLD BUSINESS** – Mrs. Bailey mentioned we are working on credentialing a Dermatologist, foot specialist and Dental Clinic for in-house services.

IX. **NEW BUSINESS** – Mrs. Horan asked what relationship we have with Perry Farms Village. Mrs. Bailey responded and a brief discussion held.

Mrs. Bailey also expressed concern and what has been done in regards to cell phone use while on shifts, smoking cessation, Pixis machine, and recent issues to items stolen from staff (IPOD from purse and sim card from a cell phone).

X. **NEWSPAPER ARTICLES / LETTERS** – Mrs. Bailey mentioned various newsletters that were in the packets and/or published for staff, families, and physicians.

XI. **ADJOURNMENT** – Mrs. Horan made a motion, supported by Mrs. Frisbey to adjourn the meeting at 11:48 a.m.

XII. **NEXT MEETING** – The next regular scheduled meeting is for Thursday, December 18, 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, Mary Horan, Patricia Frisbey, Kathy Abbott, Leroy Gregory, Toni Wiltse, Gail Martin, Noreen Strange, Jim Tamlyn, Tom Shier, Alan Behan, Jack Jones, Tom Foltz, Les Atchison.