

**Emmet County Department of Human Services
Board Meeting Minutes
October 16, 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, CPA, Director of Financial Services
Shiela Kruskie, RN, Unit Care Coordinator
Janet R. VandenBerg, ALS, Executive Assistant
- Staff Members absent:** None
- Others present:** Leroy Gregory, Emmet County Commissioner/Liaison to Board
- Absent:** Kathy Abbott, Esq., Emmet County Civil Counsel

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

- I. **PUBLIC COMMENT:** None
- II. **SCHEDULED APPEARANCE(S):** Shiela Kruskie will join us during Mike’s presentation.
- III. **APPROVAL OF MINUTES:**
Mr. Rogers then asked if there were any additions or corrections to the meeting minutes of September 18, 2008.
Mr. Engel made a motion to accept the meeting minutes distributed of September 18, 2008, and supported by Mrs. Horan. Voice votes taken and motion carried.
- IV. **EXECUTIVE DIRECTOR :**
 - A. **Contracts -**
 1. **NCMC Nurse Aide Training Contract** – Mrs. Bailey explained this is a renewal contract and will be for a three-year period ending 8/30/11. There is an early termination clause included. Kathy has reviewed and approved.
Mrs. Horan made a motion to approve the contract for the Nurse Aide Training and supported by Mr. Engel. Voice vote taken and motion carried.
 2. **NCMC Nursing Students Contract** – Mrs. Bailey explained that this is a renewal contract as well, with an early termination clause and will be for a three-year period ending 8/30/11. Kathy Abbott has reviewed and approved.
Mrs. Horan made a motion to approve the renewal contract for NCMC Nursing Students and supported by Mr. Engel. Voice votes taken and motion carried.
 - B. **Foundation Meeting:** Mrs. Bailey reviewed the previous foundation meeting points.

1. The possibility of starting up a new type of auxiliary for the foundation specifically to raise funding for the Facility and for the development of a scholarship program for current staff members.
 2. Mrs. Bailey mentioned she has submitted grants recently for (1) Standing Table for the Therapy Department from the Petoskey – Harbor Springs Foundation. (2) Grant for Bariatric Lifts for a set of rooms for residents submitted to Bay Harbor Foundation. (3) Tribal Gaming Grant submitted for \$11,000 for the Occupational Therapy Department rehab kitchen. (4) She has also submitted the Senior Millage Grant for 2009 for \$10,000 for our Activity Department to use for outings, special events, etc. Mary Horan also met with Dr. Westphal from MSU who is working on two gardens for the Facility.
 3. Next 501(c) (3) meeting scheduled for January 8, 2009.
- C. **Strategic Plan:** Mrs. Bailey mentioned that she would set up a meeting with Mary Horan, Dick Bidstrup, and Scott Pearson, to discuss our final requests that we will bring back to the Board on the 5/10 year plan. Then the board can assist and let her know what way they think we should go.
- D. **2009 Calendar:** Mrs. Bailey stated in the packets was the calendar for 2009 for regular and joint meetings of the DHS Board. DHS has approved.

V. DIRECTOR OF FINANCIAL SERVICES –

Computer Documentation Program - Shiela Kruskie, RN, Unit Care Coordinator was present to discuss an Electronic Medical Record System. She distributed a fact sheet and explained what the electronic medical record system can do for the Facility and what it has done for other Facilities. It is an electronic record that eliminates most of the paper charting that we presently do as nurses, CNAs, etc. and spend a great deal of time doing this. Medication records, treatment records, CNAs documentation, etc. would be an electronic component with this program. Automatically can be entered at the time of care, no matter which individual is working with that resident at that time. Anyone in the Facility that has access could see what has been entered and what is happening with that resident at all times. With this program, pharmacy is notified, and we would have a quicker response for medications needed. We also would have access to the hospitals with internet, including laboratory values put immediately into the record so the nurses could take care of that lab value immediately, etc. She has previous experience and emphasized the positive outcomes.

Mr. Greer indicated that hospitals, various nursing homes (Tendercare in Gaylord & Cheboygan, Meadowbrook), etc. are going in this direction now or in the future. Mrs. Bailey stated that the program decreases the facilities liability with increased medication controls.

Mr. Greer stated he stated that there would be a reasonable pay back with increased revenue due to the triggered documentation required by the system. This system is incorporated into the proposed budget, which we will go over later. As for hardware, we can use some existing hardware and will have to purchase some additional hardware. Further discuss held and questions answered.

- B. **Cash Report** – Mike Greer distributed copies in packets of the Cash Report ending September 30, 2008. Mr. Greer reviewed with the board the report, and answered questions.
- C. **Financial Report** – Mr. Greer also distributed copies in packets of the Financial Report ending August 31, 2008. Discussion held.

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

D. **Accounts Payable/Pre-Pays** – These items were discussed at the Finance Meeting earlier today as follows: **10/01/08 - \$7,827.94; 10/08/08 - \$124,801.56; and 10/16/08 - \$188,578.31 for a total of \$321,207.81.**

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

E. **Budget for 2008-2009** – Mr. Greer distributed the proposed budget to the Board. Discussion held and questions answered such as a Cost of Living increase, minimum contribution on pension fund, etc. He gave out the current daily rates for Medicaid, Medicare, and private pay.

Mr. Engel made motion to approve 2008-2009 Budget as distributed. Mrs. Horan supported motion. Roll call vote taken: Fred Rogers (YES), Robert Engel (YES), and Mary Horan (YES).

VI. **OLD BUSINESS** - Mrs. Bailey apprised Mr. Engel of the progress with the smoking cessation program and that so far she has received little negative response. She also told the Board that she has had contact with the counselor at Harbor Springs School in regards to one of our residents.

VII. **NEW BUSINESS** – none

VIII. **NEWSPAPER ARTICLES / LETTERS** – Mrs. Bailey indicated there was an article in the Harbor Light and Petoskey papers regarding Edward Kelbel.

IX. **ADJOURNMENT** – Mrs. Horan made a motion, supported by Mr. Engel to adjourn the meeting at 11:25 a.m.

X. **NEXT MEETING** – The next regular scheduled meeting is for Thursday, November 20, 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.