

**Emmet County Department of Human Services  
Board Meeting Minutes  
September 18, 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  
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 a.m.

I. **PUBLIC COMMENT:** None

II. **SCHEDULED APPEARANCE(S):** None

III. **APPROVAL OF MINUTES:**

Mr. Rogers then asked if there were any additions or corrections to the meeting minutes of August 21, 2008.

**Mr. Engel made a motion to accept the meeting minutes distributed of August 21, 2008, and supported by Mrs. Horan. Voice votes taken and motion carried.**

Mrs. Bailey distributed the Closed Meeting minutes of August 21, 2008 for review and approval. Mr. Rogers asked if there were any corrections, etc.

**Mrs. Horan made a motion to approve the closed meeting minutes of August 21, 2008 as distributed and supported by Mr. Engel. Voice votes taken and motion carried.**

IV. **EXECUTIVE DIRECTOR :**

- A. **Involuntary Discharge** – Mrs. Bailey indicated resident transfer was finalized and resident went to Bortz this week. Kathy Abbott made a few comments and indicated law was followed. Kathy Abbott stated the staff is to be commended on the way they handled this situation in various aspects.
- B. **Resident/Police Activity** – Mrs. Bailey updated the board as to status of this case.
- C. **Union Activity** – Mrs. Bailey indicated there is a lack of staff interest for a union in-house. She did state that the union coordinators were very aggressive and determined to make contact with staff. Mrs. Bailey believes that they have left town. Mrs. Bailey indicated that Steve Girard from the Litowich Smith Girard law firm in Grand Rapids was

here to train the department heads on what should or should not be stated. Kathy Abbott added a few comments as well and that she recommended this be done.

- D. **MCSSA Financial Support from County** – Kathy Abbott responded to letter regarding funding for board to attend out of area functions and education & training is a very important factor for our board members. Discussion held. Mr. Greer stated that there is a line item in our budget for this. He also addressed the issue of taking out taxes from expenses. Mr. Rogers will submit his expenses to Bay Bluffs after 9/30/08. Mrs. Bailey distributed a draft of a job description for the board position vacated by Mr. Engel in October. Kathy Abbott informed the board that she has made a few minor changes to the description and that this is a county appointment and posted on the county’s web site.

E. **Contracts -**

1. **Beautician Contract** – Mrs. Bailey explained to the board that we recently lost one of our beauticians and now have a full-time employee who has her license and wants to do residents’ hair one day every other week. Then we still have our other beautician who works every week. Discussion held.

**Mrs. Horan made a motion to approve the contract for the second beautician and supported by Mr. Engel. Roll call vote taken: (YES) Fred Rogers, (YES) Robert Engel, and (YES) Mary Horan. Roll call vote approved.**

2. **Speech Therapy (Speech & Swallow) Contract** – Mrs. Bailey reviewed this contract with the Board and explained this is a month-to-month renewal. Kathy Abbott explained where she made changes and removed all Part B language. Discussion held.

**Mr. Engel made a motion to approve the renewal contract for Speech and Swallow Center for ST Services and supported by Mrs. Horan. Roll call vote taken – (YES) Fred Rogers, (YES) Robert Engel, and (YES) Mary Horan. Roll call vote approved.**

3. **MPRO - Memorandum of Understanding (MOU)** – Mrs. Bailey distributed copies as it was just received this week. Kathy Abbott reviewed and approved as written. It is a continuation of previous agreements. Federal requirements are being followed. This is a three-year agreement.

**Mrs. Horan made a motion to approve the MOU as submitted and supported by Mr. Engel. Voice votes held and motion carried.**

- F. **Community Outreach** – Mrs. Bailey indicated that we presently have an eye doctor, and dental services being provided in-house. She is currently working on getting both a foot doctor and a skin doctor. This will save on transportation costs for the vehicle and on staff costs.

V. **DIRECTOR OF FINANCIAL SERVICES –**

- A. **Cash Report** – Mike Greer distributed copies in packets of the Cash Report ending August 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 July 31, 2008. Discussion held.

**Mr. Engel made a motion to accept the Cash Report ending August 31, 2008 and the Financial Report ending July 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 Finance Meeting earlier today as follows: **9/04/08 - \$5,755.73; 9/10/08 - \$172,015.24; and 9/18/08 - \$146,535.94 for a total of \$324,306.91.**

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

D. **Budget for 2008-2009** – Mr. Greer mentioned he has it just about completed and will be ready for next month’s meeting.

VI. **OLD BUSINESS** - Mrs. Bailey stated that they were currently reviewing documentation regarding computer a program system. This program is being used as a test trial for the State of Michigan. Discussion held.

VII. **NEW BUSINESS** – Mrs. Bailey stated that there should be a crane here to reseal the windows in the cupolas in the dining room. They tried a lift and it did not work.

VIII. **NEWSPAPER ARTICLES / LETTERS** – Mrs. Bailey indicated there was an article in the paper regarding the attorney general investigations on at least three of the cases. We had a carnival for the kids and have gotten letters from families on the great care the residents receive.

IX. **ADJOURNMENT** – Mrs. Horan made a motion, supported by Mr. Engel to adjourn the meeting at 11:06 a.m.

X. **NEXT MEETING** – The next regular scheduled meeting is for Thursday, October 16, 2008 with the Finance Meeting at 8:45 a.m. and the Board Meeting at 10 a.m.

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Date

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Fred Rogers, ECDHS Board Chairperson

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Date

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Diana L. Bailey LNHA, MBA, Executive Director  
Designated Secretary to the ECDHS Board

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Date

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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.