

**Emmet County Department of Human Services
Board Meeting Minutes
April 16, 2009**

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: Leroy Gregory, Board Liaison/County Commissioner
Kathy Abbott, Esq., Civil Counsel
Eric Conway, Plante & Moran

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

PUBLIC COMMENT: None

I. APPROVAL OF MINUTES:

Mr. Rogers asked if there were any additions or corrections to the regular meeting minutes of March 19, 2009.

Mrs. Horan made a motion to accept the meeting minutes as distributed and supported by Mrs. Frisbey. Voice votes taken and motion carried.

Mr. Rogers then asked if there was any discussion or a motion to accept the Closed Minutes for March 19, 2009.

Mrs. Frisbey made a motion to accept the closed meeting minutes of March 19, 2009 as presented. Mrs. Horan supported motion. Voice votes held and motion carried.

II. EXECUTIVE DIRECTOR :

A. **GVSU Contract** – Mrs. Bailey mentioned the signature page of the existing contract from GVSU, Social Work Program has a change in individuals in charge of the program. Discussion held and questions answered.

Mrs. Horan made a motion to approve the change in names to the contract and supported by Mrs. Frisbey. Voice votes held and motion carried.

B. **Smoking Policy** – Mrs. Bailey stated once again, we are revising the smoking policy to include medical marijuana, which will not be allowed in the Facility. Discussion held and Kathy Abbott made the changes to the existing policy.

Mrs. Horan made a motion to accept the change in the Smoking Policy by not allowing Medical Marijuana in the Facility. Mr. Rogers supported the motion. Voice votes held and motion carried.

- C. **Corporate Compliance** – Mrs. Bailey brought to the board’s attention that she would like to transition Carol Timmer, RN, BSN, Assistant Director of Clinical Services as the new Corporate Compliance Officer. Discussion held.
Mrs. Frisbey made a motion to appoint Carol Timmer as the Corporate Compliance Officer and supported by Mrs. Horan. Voice votes held and motion carried.
- D. **Gas Costs** – Mrs. Bailey mentioned that she has been working with IGS Energy in getting a lower rate for gas usage. We presently have been paying \$1.07 per CCF and she was able to get in down to \$0.599 per CCF for the next year. Discussion held.
- E. **Drugs** – Mrs. Bailey stated that recently had three patches stolen from the Med Cart. Discussion held as to the cameras. Mrs. Bailey stating we are still trying to finish installing cameras around the Facility.
- F. **Building & Grounds Committee** – Mrs. Bailey shared with the Board that Mary Horan, Scott, and she will be meeting with the B& G Committee on May 12th and has mailed the Vision and the Strategic Plan to all of the County Commissioners.

IV. **DIRECTOR OF FINANCIAL SERVICES –**

- A. **Cash Report** – Mr. Greer distributed copies in packets of the Cash Report ending March 31, 2009. 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 February 28, 2009. Discussion held and questions answered.
Mrs. Horan made a motion to accept the Cash Report ending March 31, 2009 and the Financial Report ending February 28, 2009 as distributed and supported by Mrs. Frisbey. Voice votes held and motion carried.
- D. **Accounts Payable/Pre-Pays** – These items were discussed at the Finance Meeting earlier today as follows: **03/27/09 - \$55,946.19; and 04/16/09 - \$320,768.54 for a total of \$376,714.72.**
Mrs. Horan made a motion to approve bills for April as presented for payment. Mrs. Frisbey supported the motion. Roll call vote taken – Fred Rogers (YES), Mary Horan (YES), and Patricia Frisbey (YES). Roll call vote carried.

V. **OLD BUSINESS – 501(c)(3) Meeting on April 17, 2009.**

VI. **NEW BUSINESS – Building & Grounds Committee upcoming meeting May 12, 2009.**

Meeting adjourned for a break at 10:35 a.m. Meeting resumed at 10:50 a.m.

- VII. **SCHEDULED APPEARANCE(S):** Eric Conway, auditor with Plante & Moran. Eric Conway distributed handouts to the board members and explained the Audit Report for period ending December 31, 2008. Discussion held and question answered. Eric explained the CON process and that to apply for additional beds the Facility needs to stay at 75% or higher occupancy for twelve consecutive quarters. The Continuum Care Retirement Community at Grand Traverse Pavilion was discussed briefly. Eric Conway distributed a letter with recommendations to the Facility and Board.

Eric explained to the board that Michigan Department of Treasury requires that the DHS Board approves expenditures/payments before authorizing pre-paid in budget with payroll excluded and a policy should be in hand. Eric Conway and Mike Greer explained to the Board the amounts charged for private pay

and what Medicaid & Medicare pays per day per resident. He did state that the Board could possible increase the private pay rate but not all at once.

Eric then explained the defined benefit pension plan, which is being phased out. Discussion held and questions answered. Eric indicated it would be best to fund this as quickly as possible. Board should be able to review at May meeting and have it based on the economic climate. This needs to be done before December 31, 2009. Mr. Rogers than asked Eric Conway what changes should be made and what areas are we doing wrong? Eric Conway addressed that the “cash flow” and “needs of community” are receiving excellent marks and that there is nothing significantly wrong and by discontinuing the defined benefit pension plan is a plus.

VIII. **ADJOURNMENT** – Mrs. Frisbey made a motion, supported by Mrs. Horan to adjourn the meeting at 11:56 a.m.

XI. **NEXT MEETING** – The next regular scheduled meeting is for Thursday, May 28, 2009 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, and Jack Jones