

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

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

**PUBLIC COMMENT:** None

**I. APPROVAL OF MINUTES:**

Mr. Rogers asked if there was any discussion and/or any additions or corrections to the regular meeting minutes of July 16, 2009. Discussion held.

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

**II. EXECUTIVE DIRECTOR :**

**A. Contracts –**

1. Hospice of Little Traverse Bay – Mrs. Bailey mentioned this is the final contract ready for approval by the Board. There are some new regulations regarding Hospice with Medicaid, and so that we have a complete understanding of who does what, Kevin Evans, Diana Bailey, and Catherine Hunter met with Lisa from Hospice of LTB. This is a one (1) year contract. One correction addressed on Page 7, top paragraph and changed a period to a comma on both Hospice contracts.

**Mrs. Horan made a motion to approve the Hospice of Little Traverse Bay contract for a one-year period and supported by Mrs. Frisbey. Voice votes held and motion carried.**

2. Hospice of the Straits – This Hospice contract is a division of Vital Care Inc. based in Cheboygan and is identical to the Hospice contract for Little Traverse Bay but for three (3) year period.

**Mrs. Horan made a motion to approve the Hospice of the Straits contract for a three-year period and supported by Mrs. Frisbey. Voice votes held and motion carried.**

3. Gordon Food Service (GFS) Contract – This contract is for a direct transfer of funds to pay our monthly bills. The bills will be reviewed by Toni and Mike and then approval submitted via e-mail. This can save the facility Six Thousand Dollars (\$6,000) annually. Discussion held.

**Mrs. Horan made the motion to approve the GFS Contract for Direct Transfer of Funds and supported by Mrs. Frisbey. Roll call vote taken –Fred Rogers (YES), Mary Horan (YES), and Patricia Frisbey (YES). Roll call passed.**

**B. Policies –**

1. MDOT Van–Service Animals - Mrs. Bailey mentioned that this was a requirement under “Transportation for Individuals with Disabilities” and FTA compliance. Discussion held.

**Mrs. Horan made a motion to approve this policy and supported by Mrs. Frisbey. Voice votes held and motion carried.**

2. MDOT Van-Use of Oxygen - Mrs. Bailey mentioned that this was a requirement under “Transportation for Individuals with Disabilities” and FTA Compliance. Discussion held.

**Mrs. Horan made a motion to approve this policy and supported by Mrs. Frisbey. Voice votes held and motion carried.**

3. Governing Body (F-493) – Mrs. Bailey mentioned this was a revision to a current policy by updating the Board’s official name from FIA Board to ECDHS Board.

**Mrs. Horan made a motion to accept the revised policy and supported by Mrs. Frisbey. Voice votes held and motion carried.**

- C. Review of State Survey Follow-up** – Mrs. Bailey updated the Board stating the state came back in to review our annual survey and called us out on two citations of the original thirteen citations. One of the issues has to do with our hot carts and the temperature is lower than what it is required to be by a couple of degrees, and the second had to do with call lights, where we are working on a customer service issue by getting the staff to follow up in a timely and proper manner. They do not give us any guidelines of what is appropriate. Board asked if there was a financial cost to this or not. Mrs. Bailey stated no, just a write-up and they would be back to check and see if the citations were corrected by September 17.

- D. Corporate Compliance** – Mrs. Bailey stated that she is losing her corporate compliance officer, our Assistant Director of Clinical Services, Carol Timmer, RN,

BSN, CDON, who is going to Grandvue Medical Care Facility as their Director of Nursing. Mrs. Bailey is requesting that as of September 10, the board approved Patty McClees, RN, CDON, Director of Clinical Services as temporary corporate compliance officer.

**Mrs. Horan made a motion to appoint Patty McClees, RN, CDON, as temporary corporate compliance officer beginning September 10 and supported by Mrs. Frisbey. Voice votes held and motion carried.**

- E. **Facility camera bids** – Mrs. Bailey stated they have received two bids for cameras and Mr. Greer will explain the handout he provided. Mr. Greer explained that the bid was for a minimum of twelve cameras and that bids received were from Empiric Solutions who handles our Information Technology program, and Compass Communications who handles our phone and nurse call systems. Further discussion held and questions answered.

**Mrs. Horan made a motion to award the purchasing and installing cameras to Empiric Solutions utilized in increments with the total price not to exceed Thirty Thousand Dollars (\$30,000). Motion supported by Mrs. Frisbey. Roll call vote taken: Fred Rogers (YES), Mary Horan (YES), and Patricia Frisbey (YES). Roll call vote passed.**

- F. **Private Pay Rate Increase** – Mrs. Bailey apprised the board that as of October 1, 2009, the private pay rate will increase from \$223 to \$231 per day, which is in coordination with our Medicaid rate. Discussion held.

**Mrs. Horan made a motion to approve the private pay rate as of October 1, 2009 from Two Hundred Twenty-Three Dollars (\$223) to Two Hundred Thirty-One Dollars (\$231) and supported by Mrs. Frisbey. Roll call vote taken – Fred Rogers (YES); Mary Horan (YES); and Patricia Frisbey (YES). Roll call vote passed.**

#### IV. **DIRECTOR OF FINANCIAL SERVICES –**

- A. **Cash Report** – Mr. Greer distributed copies in packets of the Cash Report ending July 31, 2009. Mr. Greer reviewed with the board the report, and answered questions.

- B. **Financial Report** – Mr. Greer distributed copies in packets of the Financial Report ending June 30, 2009. Discussion held and questions answered.

**Mrs. Horan made a motion to accept the Cash Report ending July 31, 2009 and the Financial Report ending June 30, 2009 as distributed and supported by Mrs. Frisbey. Voice votes held and motion carried.**

- D. **Accounts Payable/Pre-Pays** – These items discussed and approved earlier as follows - 07/29/09 for \$29,875.09; and 8/12/09 for \$108,583.18; and 8/20/09 for \$249,283.59 for a total of \$387,741.86.

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

- V. **CLOSED SESSION** – Mrs. Horan made a motion that the Board meet in closed session to discuss the letter from Attorney Keith P. Theisen dated August 17, 2009. This letter which is subject to the attorney-client privilege and concerns trial or settlement strategy in connection with the workers’ disability compensation case, *Julie M. Weiss v Bay Bluffs – Emmet County Medical Care Facility*. An open meeting would have a detrimental financial effect on the Facility’s position. Mrs. Frisbey supported motion. Roll call vote taken – Fred Rogers (YES), Mary Horan (YES), and Patricia Frisbey (YES). Roll call vote passed. Meeting went into closed session at 11:18 a.m.
- VI. **OPEN SESSION** – Board returned to open session at 11:30 a.m. Mrs. Frisbey made a motion supported by Mrs. Horan to approve attorney’s recommendation per his letter of August 17, 2009. Roll call vote taken – Fred Rogers (YES), Mary Horan (YES), and Patricia Frisbey (YES). Roll call vote passed.
- VII. **OLD BUSINESS** – None
- VIII. **NEW BUSINESS:**
- A. **Adult Day Care Issue.** Mrs. Bailey gave an update and distributed an Analysis on Adult Day Care to the board members. Discussion held. Mrs. Bailey mentioned that if properly marketed this program could be a success. However, our current Facility could not accommodate this program without an addition to the existing building. Mrs. Bailey will get back to Les Atchison and let him know that the DHS Board is interested in the Adult Day Care program but would need a new structure attached to the Facility with a separate entrance, bathrooms with bathing capabilities, separate kitchen, and sleeping area, if a construction addition can be funded.
- B. **Building Project Committee.** Mrs. Bailey requested the name and address of the individual that the county commission appointed regarding a possible building expansion and future county millage proposal. Kathy Abbott indicated she would check for Diana.
- IX. **NEWSPAPER ARTICLES / LETTERS** – Mrs. Bailey shared with the Board a letter from Senator Jason Allen. She also mentioned she is planning to attend a Town Hall Meeting in Petoskey with Representative Gary McDowell.

X. **ADJOURNMENT** – Mrs. Frisbey made a motion, supported by Mrs. Horan to adjourn the meeting at 11:55 a.m.

XI. **NEXT MEETING** – The next regular scheduled meeting is for Thursday, September 17, 2009 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

\_\_\_\_\_  
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, Marilyn May, Noreen Strange, and Jack Jones