

**Emmet County Department of Human Services
Board Meeting Minutes
December 17, 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
Jill Rogala, Insurance Agent for Cadillac Insurance

Fred Rogers, board chairperson called the meeting to order at 10:13 a.m.

PUBLIC COMMENT: None

GUEST:

Jill Rogala, insurance agent from Cadillac Insurance, who handles our professional and general liability coverage was present and shared with the board how she negotiated coverage for the Facility.

I. APPROVAL OF MINUTES:

Mr. Rogers asked if there was any discussion and/or any additions or corrections to the minutes of the November 19, 2009 meeting. Discussion held.

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

II. BOARD NOMINATIONS:

Mr. Rogers was re-appointed to the DHS Board for another three-year period. Mr. Rogers asked for nominations for the chair position. **Mrs. Horan made a nomination that Fred Rogers stay as Board Chair and supported by Mrs. Frisbey. Nominations closed and motion carried.** Mr. Rogers then asked for nominations for the Vice-Chair position. **Mrs. Frisbey made a nomination that Mrs. Horan retains position as Vice Chair and Mrs. Horan accepted and closed nominations. Voice votes held and motion carried.** Mrs. Frisbey will stay as Board Member for the DHS Board.

III. EXECUTIVE DIRECTOR:

A. No contracts for renewal.

- B. Employee Handbook – Mrs. Bailey explained that the current handbook has not been revised in its entirety since 2006 and due to significant changes and/or additions we are in the process of working with Kathy Abbott to get this accomplished. Mrs. Bailey is hoping to present this to the Board during February's board meeting.
- C. Optimus Update – Mrs. Bailey mentioned that the final pharmacy records are being inputted into the system, and in February we will be going live with the Physician Order segment. It is called the MAR (Medical Administration Record) and TAR (Treatment Administration Record), two different portions of the Optimus system. Once we go live with the MAR / TAR, then we will be able to let the physicians put their orders into the computer, which will directly connect into the MAR / TAR wherever the order needs to go. Mrs. Bailey mentioned that we dropped down to a 3-star rating, based on last year's survey and Quality Indicator Numbers. The survey citations related to the Optimus Transition and the QI's are based off of the care we provide and we care for a greater number of older individuals which squashes the numbers.
- D. County Bill – Based on the concerns about paying for the county vehicle Scott Pearson currently utilizes, an overall department analysis has been completed to determine costs and benefits of having Scott work part time for the current amount we are paying the county. It has been determined that our in-house needs are greatly increasing due to the ageing process of the building. (The honey moon is over!) Bay Bluffs is in need of having this position increased to a full time position and Scott Pearson has requested to come on board on a full time basis. Further discussion held. Mr. Greer added to the budget what Scott is presently making at forty hours per week. The board asked if we could afford him, and what makes him qualified.
- E. Weapons Free Policy – Mrs. Kathy Abbott drafted a policy and discussed the concerns with the prosecutor, and shared them with the board. Further discussion held.
Mrs. Frisbey made a motion to approve the Weapons – Free Policy and supported by Mrs. Horan. Voice vote taken, motion carried.
- F. Wellness Program for Staff – Mrs. Bailey explained to the Board a voluntary Wellness Program for the staff is being established through the facility. We are working through our work comp and our liability coverage with this program. We are utilizing our therapy department to offer classes and our registered dietician to teach people how to read labels and things of that nature. Further discussion held. Becky Goral, PTA will be discussing the program during January's board meeting.

III. **DIRECTOR OF FINANCIAL SERVICES –**

- A. Cash Report – Mr. Greer distributed copies of the Cash Report ending November 30, 2009. Mr. Greer reviewed with the board and discussion held.
- B. Financial Report – Mr. Greer distributed copies of the Financial Report ending October 31, 2009. Discussion held and questions answered.
Mrs. Horan made a motion to accept the Cash Report ending November 30, 2009 and the Financial Report ending October 31, 2009 as distributed and supported by Mrs. Frisbey. Voice votes held and motion carried.
- C. Accounts Payable/Pre-Pays – These items discussed and approved earlier as follows - **11/25/09 for \$72,907.79; and 12/03/09 for \$71,903.35; and 12/17/09 for \$179,728.33 for a total of \$324,539.47.**
Mrs. Horan made a motion to approve bills for November 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.

D. Mileage Rate – Mr. Greer mentioned as of Jan. 1, 2010, the mileage rate would drop to \$0.50 per mile.

E. Budget – Mr. Greer distributed copies of the proposed budget to the Board members for review and approval. Discussion held and questions answered.

Mrs. Horan made a motion to approve the proposed budget for 2010 and supported by Mrs. Frisbey. Roll call vote taken: Fred Rogers (YES), Mary Horan (YES), and Patricia Frisbey (YES). Roll call vote passed.

IV. **OLD BUSINESS: None**

V. **NEW BUSINESS:** Mrs. Bailey shared with the Board that in 2010 they would be applying for a new van through MDOT, and then receive it in 2011.

VI. **NEWSPAPER ARTICLES / LETTERS** – None

VII. **ADJOURNMENT** – Mrs. Frisbey made a motion, supported by Mrs. Horan to adjourn the meeting at 11:40 a.m.

VIII. **NEXT MEETING** – The next regular scheduled meeting is for Thursday, January 21, 2010 with the Finance Meeting at 8:45 a.m. and the Board Meeting at 10 a.m. Mary Horan mentioned that she is on vacation from January 16 – 22, 2010 so will not be at the board meeting. Fred Rogers mentioned his grandson is graduating in January and not sure of the date. Mrs. Bailey mentioned if need be we can reschedule the meeting.

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, Marilyn May, Noreen Strange, and Jack Jones