

**Emmet County Department of Human Services
Board Meeting Minutes
January 15, 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: Kathy Abbott, Esq., Emmet County Civil Counsel
Leroy Gregory, Board Liaison/County Commissioner

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 asked if there were any additions or corrections to the meeting minutes of December 18, 2008.

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

IV. **EXECUTIVE DIRECTOR :**

A. **Contract(s) -**

1. **Clinical Reimbursement Solutions (Therapy Dept.) Contract** – Mrs. Bailey stated that this is a contract for an audit to review the therapy department as it relates to the new R.A.C. audit standards

Mrs. Horan made a motion to accept the Clinical Reimbursement Solutions Contract as presented with professional fees and reasonable documented travel expenses, and authorized to sign and supported by Mrs. Frisbey. Roll Call vote taken: Fred Rogers (YES), Mary Horan (YES), and Patricia Frisbey (YES). Motion carried.

2. **Speech & Swallow Center Contract Addendum** – Mrs. Bailey shared with the Board that we were adding Occupational Therapy Services to the Speech & Swallow Contract to **evaluate new residents at \$65 an hour and \$100 per week to oversee our in-house COTA.** Kathy Abbott has drawn up the addendum and revised Exhibit A. Discussion held. Kathy Abbott mentioned that the Speech and Swallow Center is working on a name change because of the added PT and OT Services, but until paperwork is furnished, we will keep our contact as such.

Mrs. Horan made a motion to accept the Addendum to the Speech & Swallow Center contract, and as stated above Mrs. Frisbey supported. Roll call vote taken: Fred Rogers (YES), Mary Horan (YES), and Patricia Frisbey (YES). Motion carried.

- B. Tim Bondy's Therapy Contract** – Mrs. Bailey stated that the contract has been cancelled utilizing the 30-day clause. Further discussion held. Kathy Abbott gave her legal opinion. A request was made that all board members be apprised of any problems, contracts, etc. in the future.

Mrs. Horan made a motion that the DHS Board ratifies termination of Tim Bondy's contract with the Facility per the 30 day written notice. A copy of the letter dated January 7, 2009, is attached to the minutes. Contract will end February 5, 2009. Mrs. Frisbey supported motion. Roll call vote held: Fred Rogers (YES), Mary Horan (YES), and Patricia Frisbey (YES). Motion carried.

- C. Staff Visit re: Optimus System** – Mrs. Bailey shared with the Board that the three MDS Coordinators, Director of Clinical Services and Assistant Director of Clinical Services recently visited Meadowbrook Medical Care Facility to review their implementation of the Optimus system. Mrs. Bailey stated they shared a lot with our staff, and the first phase starts here next Tuesday.
- D. Family Satisfaction Survey** – Mrs. Bailey stated that the survey is distributed every other year. Mrs. Bailey shared some highlights with the board. Further discussion held.
- E. Year in Review** – Mrs. Bailey distributed and shared with the Board "The 2008 Year in Review". Discussion held.
- F. Strategic Plan** – Mrs. Bailey stated she would present this to the Board at the February meeting.

V. DIRECTOR OF FINANCIAL SERVICES –

- A. Cash Report** – Mike Greer distributed copies in packets of the Cash Report ending December 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 November 30, 2008. Discussion held and questions answered.

Mrs. Horan made a motion to accept the Cash Report ending December 31, 2008 and the Financial Report ending November 30, 2008 as distributed and supported by Mrs. Frisbey. Voice votes held and motion carried.

- C. Accounts Payable/Pre-Pays** – These items were discussed at the Finance Meeting earlier today as follows: **01/06/09 - \$18,973.55; 01/09/09 - \$115,375.32; and 01/15/09 - \$142,172.23 for a total of \$276,521.10.**

Mrs. Horan made a motion to approve bills for January 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.

VI. OLD BUSINESS – None

- VII. NEW BUSINESS** – Mrs. Bailey mentioned the Sweetheart Ball that will be held February 24th for our residents and their families.

- VIII. NEWSPAPER ARTICLES / LETTERS** – Mrs. Bailey mentioned the five star rating received, and the stand table for physical therapy received from the Community Foundation.

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

X. **NEXT MEETING** – The next regular scheduled meeting is for Thursday, February 19, 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