

**Emmet County Department of Human Services
Board Meeting Minutes
March 19, 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
Carol Timmer, BSN, RN, Assistant Director of Clinical Services
Janet R. VandenBerg, ALS, Executive Assistant

Staff Members absent: None

Others present: Leroy Gregory, Board Liaison/County Commissioner
Kathy Abbott, Esq., Civil Counsel
Paul Blanchard, M.D., Medical Director candidate

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

PUBLIC COMMENT: None

- I. **SCHEDULED APPEARANCE(S):** Dr. Blanchard was present to share with the board what his goals would be if he were selected as medical director. Dr. Blanchard mentioned they he has some major goals he would like to see become a reality, if selected, in the areas of resident care, physical, occupation and speech therapy, rehabilitation, residents with dementia, medical care and comfort care to address a few. He would like to translate his goals into orders, guidelines, and code statuses for the residents. He mentioned he would like to set up an agreement for the goals and guidelines and medical directives. He felt there was time to improve communication between the Facility, families, physicians, staff, etc. and to strengthen overall plans of care for life with less trips to the hospital and if there was a definite injury signs to send the resident to the hospital. He also would like to look at the quality assurance issues regarding pharmacy. Further discussion held, and Dr. Blanchard answered questions from the Board. Compensation as medical director was discussed.

Mrs. Horan made a motion to approve Dr. Blanchard as medical director at a monthly rate of Thirteen Hundred Dollars (\$1,300), with Kathy Abbott, civil counsel, to prepare a contract for Dr. Blanchard's services and authorize chair to sign contract when approved. Mrs. Frisbey supported motion. Roll call vote taken - Fred Rogers (YES), Mary Horan (YES), and Patricia Frisbey (YES). Motion carried.

- II. **APPROVAL OF MINUTES:**

Mr. Rogers asked if there were any additions or corrections to the meeting minutes of **February 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.

III. EXECUTIVE DIRECTOR :

- A. **Stimulus Package** – Mrs. Bailey provided information to the board members. Discussion held and questions answered.
- B. **Optimus Implementation** – Mrs. Bailey stated that overall, it is going very well, and Mr. Greer stated that it is a very secure system.
- C. **HIPAA Agreement** – Mrs. Bailey requested that the Board allow her to sign the HIPAA agreements that are prepared. Discussion held.
Mrs. Frisbey made a motion to authorize Mrs. Bailey to sign all future HIPAA Agreements and supported by Mrs. Horan. Voice votes held and motion carried.
- D. **FOIA (Freedom of Information Act) Policy** – Mrs. Bailey mentioned that a document regarding FOIA was received from Nantz, Litowich et al, and sent to Kathy Abbott for review. Kathy Abbott approved the form. Revision to previous policy was made and distributed to board members for review and approval.
Mrs. Horan made a motion to accept the revised FOIA Policy and authorize chair to sign along with Mrs. Bailey and distribute. Mrs. Frisbey supported motion. Voice votes taken and motion carried.
- E. **Alzheimer’s Kitchen Repair** – Mrs. Bailey stated she had received the final bid for redoing the cabinets for Three Thousand Three Hundred Seventy-Five Dollars (\$3,375) and a bid to do all three kitchens’ cabinets for a total of Five Thousand Eight Hundred Sixty Dollars (\$5,860). Discussion held. Mr. Greer mentioned if we could approve for all three replacements (SNU, Lilac, and Trillium) but have him break the bill into three parts for the benefit of Medicare / Medicaid.
Mrs. Horan made a motion to approve and not exceed the Five Thousand Eight Hundred Sixty Dollar (\$5,860) figure for replacing all three kitchen cabinets (Lilac, Trillium & SNU) but having the contractor submit 3 bills (one for each unit) and was supported by Mrs. Frisbey. Roll call voted taken – Fred Rogers (YES), Mary Horan (YES), and Patricia Frisbey (YES). Motion carried.
- F. **FMLA Policy** – Mrs. Bailey mentioned that the Facility’s policy for Family Medical Leave Act needs revision. Kathy Abbott, Mrs. Bailey, and Mr. Greer will review. Policy revisions to be deferred until April meeting. Kathy Abbott is attending a Labor Law Institute first part of April and will share her findings with the Facility.

Diana Bailey excused from Board meeting at 10:45 a.m.

IV. DIRECTOR OF FINANCIAL SERVICES –

- A. **Audit** – Mr. Greer mentioned that our audit with Plante & Moran accomplished this week. Discussion held. Mr. Rogers asked Mr. Greer what we pay for the personal presentation regarding the audit and the in-house audit.
- B. **Cash Report** – Mr. Greer distributed copies in packets of the Cash Report ending February 28, 2009. Mr. Greer reviewed with the board the report, and answered questions.
- C. **Financial Report** – Mr. Greer also distributed copies in packets of the Financial Report ending January 31, 2009. Discussion held and questions answered.
Mrs. Horan made a motion to accept the Cash Report ending February 28, 2009 and the Financial Report ending January 31, 2008 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: **02/26/09 - \$10,806.49; 03/06/09 - \$158,030.86; and 03/19/09 - \$176,814.02 for a total of \$345,651.37.**
Mrs. Horan made a motion to approve bills for March 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. **CLOSED SESSION** – Mrs. Horan made a motion that the Board meet in Closed Session to discuss the March 9, 2009 letter from Attorney Keith P. Theisen which is subject to attorney-client privilege and concerns trial or settlement strategy in connection with the workers disability compensation case – Stiles vs. Bay Bluffs – ECMCF because an open meeting would have a detrimental financial effect on the Facility’s position. Mrs. Frisbey supported the 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 11:07 a.m.
- VI. **OPEN SESSION** – Board returned to open session at 11:20 a.m. Mrs. Horan made a motion, supported by Mrs. Frisbey to approve attorney’s recommendation per his letter of March 9, 2009. Roll call vote taken – Fred Rogers (YES), Mary Horan (YES), Patricia Frisbey (YES). Roll call vote passed.
- VII. **OLD BUSINESS** – None
- VIII. **NEW BUSINESS** – None
- IX. **NEWSPAPER ARTICLES / LETTERS** – Newspaper articles and photos from the Sweetheart Ball were addressed.
- X. **ADJOURNMENT** – Mrs. Frisbey made a motion, supported by Mrs. Horan to adjourn the meeting at 11:25 a.m.
- XI. **NEXT MEETING** – The next regular scheduled meeting is for Thursday, April 16, 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