

**Emmet County Department of Human Services  
Board Meeting Minutes  
May 28, 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  
Linda Coors, family member of resident  
Mike Coors, family member of resident

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

**PUBLIC COMMENT:** Linda Coors and Mike Coors were present at board meeting to request Mr. Coors be given back his electric wheelchair rights which had been taken away. Discussion held. Board agreed to review the resident's electric wheelchair privileges and family concerns.

**I. APPROVAL OF MINUTES:**

Mr. Rogers asked if there were any additions or corrections to the regular meeting minutes of April 16, 2009.

**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. **Optimus** – Mrs. Bailey explained the Contract Acceptance Letter for signing by board chair. Discussion held and questions answered.

**Mrs. Horan made a motion to authorize the chair to sign the Optimus Agreement and supported by Mrs. Frisbey. Voice votes held and motion carried.**

B. **FMLA Policy** – Mrs. Bailey copied the board with the revisions to the Family Medical Leave Act (FMLA) policy. Kathy Abbott explained the broad coverages including what is required in the policy. Paid time off (PTO) and unpaid leave used to supplement FMLA time. Current law and future changes will supersede Facility's policy.

**Mrs. Horan made a motion to adopt revisions to the FMLA policy and supported by Mrs. Frisbey. Voice votes held and motion carried.**

- C. **Board Job Description** – Mrs. Bailey mentioned she needed document completed and signed by each board member. It is a general description of your position as a board member.
- D. **Defined Benefit Plan** – Mrs. Bailey shared a letter from Eric Conway / Plante Moran with the board regarding the Defined Benefit Plan (2008 Actuarial Valuation/2009 Recommendation). Mr. Conway made a recommendation. The Board agreed that they would review it in November and approve a contribution in December.
- E. **Building & Grounds Committee Meetings** – Mrs. Bailey shared with the Board her meeting with the Building & Grounds Committee. The Building & Grounds Committee recommended setting up a committee to look into this possibility. The committee would consist of two county commissioners (Tom Shier & Jack Jones), two ECDHS board members), one member from the community (to be selected), and possibly Scott Pearson and Dick Bidstrup. Discussion held to the Certificate of Need (CON) process and that twenty beds are in each CON block. She also explained the occupancy percentage (97% or higher for 12 quarters prior to applying) to qualify. She also mentioned the possibility of adding 20 beds for traumatic brain injury (TBI) residents and a rehabilitation facility. Discussion was held regarding applying for a potential operational millage. **The Diana and Mike to approach the Finance Committee to start this process received a consensus.** Kathy Abbott will let us know about posting possible meeting notices.
- F. **Michigan County Medical Care Facilities Council (MCMCFC) meetings** – Mrs. Bailey and Mr. Rogers gave an overview of the Spring Conference recently held at Boyne Highlands. Mr. Rogers asked the board members to register with Mrs. Bailey and pre-order meals for these conferences. He also mentioned that the Michigan County Social Services Association (MCSSA) meeting is scheduled on Mackinac Island in September.

IV. **DIRECTOR OF FINANCIAL SERVICES –**

- A. **Cash Report** – Mr. Greer distributed copies in packets of the Cash Report ending April 30, 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 March 31, 2009. Discussion held and questions answered.  
**Mrs. Horan made a motion to accept the Cash Report ending April 30, 2009 and the Financial Report ending March 31, 2009 as distributed and supported by Mrs. Frisbey. Voice votes held and motion carried.**
- D. **Accounts Payable/Pre-Pays** – These items were discussed and approved at an earlier meeting and paid as follows: **04/29/09 - \$28,919.41; 05/07/09 - \$55,593.09; and 5/21/09 - \$230,220.49 for a total of \$314,732.99.**  
**Mrs. Frisbey made a motion to approve bills for April/May as presented for payment. Mrs. Horan supported the motion. Roll call vote – Fred Rogers (YES), Mary Horan (YES), and Patricia Frisbey (YES). Roll call vote carried.**

V. **OLD BUSINESS – None**

VI. **NEW BUSINESS – None**

- VII. **NEWSPAPER ARTICLES / LETTERS** – Mr. Greer mentioned the article in the News Review and on Channel 9/10 about his son and cup stacking. He will do a presentation for the residents during the summer.

VIII. **ADJOURNMENT** – Mrs. Frisbey made a motion, supported by Mrs. Horan to adjourn the meeting at 11:20 a.m.

XI. **NEXT MEETING** – The next regular scheduled meeting is for Thursday, June 18, 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

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Date

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Diana L. Bailey LNHA, MBA, Executive Director  
Designated Secretary to the ECDHS Board

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Date

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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