

**Emmet County Department of Human Services
Board Meeting Minutes
November 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
Janet R. Vandenberg, ALS, Executive Assistant
Patty McClees, RN, CDON, Director of Clinical Services
Linda Lansbach, RN, BS, Assistant Director of Clinical Services
Scott Pearson, Director of Plant Operations

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 10:20 a.m.

PUBLIC COMMENT: None

Mrs. Bailey introduced Linda Lansbach, RN, BS, Assistant Director of Clinical Services to the board members. Linda shared with the board her background and answered their questions.

I. APPROVAL OF MINUTES:

Mr. Rogers asked if there was any discussion and/or any additions or corrections to the meeting minutes of October 15, 2009. Discussion held.

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

II. EXECUTIVE DIRECTOR :

A. Heating System upgrade – Scott Pearson explained to the board about the current heating system and concerns that we have. He mentioned that solution to eliminate problems would be to do a complete flush of the system (1500 - gallon loop), recharge with new chemical / freeze protection and ethanol. Cost could run between \$3,600 and \$4,500 but would estimate \$4,000 would be the total. Discussion held.

Mrs. Horan made a motion to allow Scott Pearson to flush and recharge the system not to exceed \$4,000 and supported by Mrs. Frisbey. Roll call vote held – Fred Rogers – YES; Mary Horan – YES; and Patricia Frisbey – YES. Roll call vote passed.

B. **Contracts –**

Senior Millage – Mrs. Bailey mentioned this is a renewal contract for senior services for our residents, which activities department utilizes. Kathy Abbott has prepared this. We will receive \$12,000 for 2010 and contract needs board chair's signature.

Mrs. Horan made a motion to accept the senior millage contract and authorize chair to sign and supported by Mrs. Frisbey. Voice votes held and motion carried.

C. Budget – Champs Program – Mrs. Bailey stated that due to concerns with the Champs Program implemented by the State of Michigan, the 2010 Budget is on hold until December meeting. Mike Greer explained briefly concerns/problems. Discussion held.

D. Grant Update – Mrs. Bailey mentioned that she applied for a grant through the Petoskey – Harbor Springs Community Foundation for a patient lift and had not received a reply to date. She also applied for a grant from Stimulus Funds for a Wellness Program.

E. Family Newsletter – Mrs. Bailey mentioned that she sent out a family newsletter and explained children under 18 years of age would not be allowed in the Facility under we received a clearance on the flu cases and because of this we have had no flu cases in house.

F. Water issues – Due to a recent fire at the Old Presbyterian Church, which was a home, the city rerouted the water supply and cause the Facility to be without water for a period of time in the early morning hours. Concern for facility.

G. Weapon Free Zone – Mrs. Bailey explained to the board that after some discussion with other management staff she had Kathy Abbott prepare a policy to cover this. This would include firearms, knives, and with the camera system in place should help.

H. Civil Rights Claim – Mrs. Bailey apprised the board on the former employee who filed a civil rights claim and Kathy Abbott let the board know of the results from the Department of Civil Rights.

III. **DIRECTOR OF FINANCIAL SERVICES –**

A. Cash Report – Mr. Greer distributed copies of the Cash Report ending October 31, 2009. Mr. Greer reviewed with the board and discussion held.

B. Financial Report – Mr. Greer distributed copies of the Financial Report ending September 30, 2009. Discussion held and questions answered.

Mrs. Horan made a motion to accept the Cash Report ending October 31, 2009 and the Financial Report ending September 30, 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 - **10/29/09 for \$97,431.88; and 11/19/09 for \$278,939.66 for a total of \$376,371.54.**

Mrs. Horan made a motion to approve bills for October 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. Annual Audit – Mr. Greer mentioned he received three proposals and distributed a synopsis. Discussion held. Mr. Greer shared with the board that Plante Moran knows the facility's books and believes that they would do a better job. Mr. Greer also mentioned he is awaiting a reply for a three-year contract to do the audit.

Mrs. Frisbey made a motion to stay with Plante & Moran to do the annual audits for 2009, 2010 and 2011 with the total not to exceed \$22,000/year.

Mrs. Horan supported motion. Roll call vote taken – Fred Rogers – YES; Mary Horan – YES; and Patricia Frisbey – YES. Vote passed.

- IV. **OLD BUSINESS: None**
- V. **NEW BUSINESS:** Board discussion relating to the concern that the facility is paying for half of Scott Pearson’s vehicle when no other employee here at the facility has such a benefit. County bill was denied payment during the Finance Meeting. The Board requested to be notified regarding how long we have been paying for the vehicle and why the request was for such a large amount of money this month. Diana Bailey will contact Lyn Johnson regarding the Boards concerns.
- VI. **NEWSPAPER ARTICLES / LETTERS** – Mrs. Bailey distributed the recent newspaper article and cards provided.
- VII. **ADJOURNMENT** – Mrs. Frisbey made a motion, supported by Mrs. Horan to adjourn the meeting at 11:41 a.m.
- VIII. **NEXT MEETING** – The next regular scheduled meeting is for Thursday, December 17, 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, Marilyn May, Noreen Strange, and Jack Jones