

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

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

**PUBLIC COMMENT:** None

**I. APPROVAL OF MINUTES:**

Mr. Rogers asked if there was any discussion and/or any additions or corrections to the regular meeting minutes of September 17, 2009. Discussion held.

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

**II. EXECUTIVE DIRECTOR :**

**A. Contracts –**

1. Specialized Pharmacy (Omnicare) – Mrs. Bailey mentioned this is a renewal contract for pharmacy services for our residents. Kathy Abbott has reviewed this and there were still some concerns. Mrs. Bailey indicated she is planning on bring the final copy to the joint board meeting on October 27 for approval.
2. North Country Community Mental Health (NCCMH) Contract – This contract is a renewal and is for a three-year period. Discussion held.

**Mrs. Horan made a motion to accept the three-year contract and authorize chair to sign with North Country Community Mental Health and was supported by Mrs. Frisbey. Voice votes held and motion carried.**

- B. New Assistant Director of Clinical Services** – Mrs. Bailey shared with the board Linda Lansbach, RN, our Assistant Director of Clinical Services will be at the November meeting as she is in Gaylord today for meetings.

- C. State Budget** – Mrs. Bailey stated that there is a 30-day extension to resolve the budget issues but it looks as if there will be an eight percent (8%) cut in Medicaid. She

mentioned that there is a proposed bill pending to assist the facilities with the financial support. Discussion held.

- D. MDCH Nursing Home Monitoring Licensing Officer – Mrs. Bailey apprised the board that Catherine Hunter, the licensing officer, for the Gaylord (Up North Team) has been put on leave. Discussion held.
- E. Calendars – Mrs. Bailey informed the board that in their packets were the MCMCF 2009-2010 and the ECDHS / Joint Meeting calendars. She emphasized keeping track of the dates of future meetings on the state levels well.
- F. HIPAA Changes / Red Flag Issues – Mrs. Bailey brought to the board’s attention the “My Identity Theft Prevention Program” that she has assessed for the Facility. In this assessment, she addressed reasons we are a low risk for identity theft. She is designing the program so that we can identify relevant red flags, detecting red flags, responding to red flags and administering the program. This program falls under our HIPAA regulations as well. Discussion held as to how we will be removing Social Security and Medicare numbers, etc. She addressed how our Facility will analyze this, correct, and review annually by implementing necessary changes. Paper copies to be removed from the resident files.

**Mrs. Horan made a motion to accept the My Identity Theft Program and integrate it into our HIPAA program. Mrs. Frisbey supported motion. Voice votes held and motion carried.**

### III. **DIRECTOR OF FINANCIAL SERVICES –**

- A. Cash Report – Mr. Greer distributed copies in packets of the Cash Report ending September 30, 2009. Mr. Greer reviewed with the board and discussion held.
- B. Financial Report – Mr. Greer distributed copies in packets of the Financial Report ending August 31, 2009. Discussion held and questions answered.

**Mrs. Horan made a motion to accept the Cash Report ending September 30, 2009 and the Financial Report ending August 31, 2009 as distributed and supported by Mr. Rogers. Voice votes held and motion carried.**
- C. Accounts Payable/Pre-Pays – These items discussed and approved earlier as follows - **09/24/09 for \$85,759.34; and 10/15/09 for \$214,742.37 for a total of \$300,501.71.**

**Mrs. Horan made a motion to approve bills for September 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 responses, and will give a report at the November meeting. Discussion held. Mr. Greer shared with the board that Plante Moran has a new audit team and has some concerns with that aspect. He still would like, if another firm does the audit, to have Plante Moran do the cost report.

### IV. **OLD BUSINESS:**

- A. Roof Repair - Mrs. Bailey mentioned that Bri-Car has repaired the roof but the cost increased by Two Thousand Dollars. Discussion held.
- B. Grants – Mrs. Bailey apprised the board on grants written to the Community Foundation for a new lift; and a grant to the Bay Harbor Foundation for a therapy table. Discussion also held on the status of the local revenue sharing. She is also looking into availability of grant options for electronic medical records, automation green technology, and direct access to electronics.

- C. Refrigerator – Discussion held on the new refrigerator installed and that the old one was in use for twenty-five years.
  
- V. **NEW BUSINESS:** None
  
- VI. **NEWSPAPER ARTICLES / LETTERS** – Mrs. Bailey distributed the recent article in the News Review and board agreed that it was a positive article.
  
- VII. **ADJOURNMENT** – Mrs. Frisbey made a motion, supported by Mrs. Horan to adjourn the meeting at 11:05 a.m.
  
- VIII. **NEXT MEETING** – The next regular scheduled meeting is for Thursday, November 19, 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

\_\_\_\_\_  
Date

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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