

**Emmet County Department of Human Services  
Board Meeting Minutes  
September 17, 2009**

**Board Members present:** Fred Rogers, Board chairperson  
Patricia Frisbey, Board member

**Board Member absent:** Mary Horan, Board vice-chairperson

**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 10:03 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 August 20, 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.**

Mr. Rogers then asked if there was any discussion and/or additions or changes to the closed meeting minutes of August 20, 2009.

**Mrs. Frisbey made a motion to accept the closed meeting minutes of August 20, 2009 and Mr. Rogers supported. Voice votes taken and motion carried.**

**II. EXECUTIVE DIRECTOR :**

**A. Contracts –**

1. Senior Companion Program (Catholic Human Services) – Mrs. Bailey mentioned this is a renewal contract for senior companion services for our residents. Kathy Abbott has reviewed this. Discussion held. Mrs. Bailey indicated we pay the senior companion's mileage and Andy gets a free meal the days he volunteers.

**Mrs. Frisbey made a motion to approve the Senior Companion Program contract for a one-year period and**

**supported by Mr. Rogers. Voice votes held and motion carried.**

2. North Country Community Mental Health (NCCMH) Contract – Placed on hold until October meeting.
- B. New Assistant Director of Clinical Services – Mrs. Bailey shared with the board that we hired Linda Lansbach, RN, as our Assistant Director of Clinical Services and has her registered nurse and paralegal degrees. Linda will be starting September 21. She will be our Corporate Compliance Officer as well.
- C. Water Main – Mrs. Bailey brought the board up-to-date on the installation of the new water main and will have two additional fire hydrants around the Facility. Discussion held.
- D. Optimus – Mrs. Bailey explained to the Board that we are moving ahead with our Optimus implementation. The system done in steps, build on each other (i.e. general documentation, eMAR - medical records for medications, eTAR – medical records for wounds/skin care treatment). We are beginning the process for our second step (eMAR for medications) which is a substantial change for us. We will have to input all of the medications that residents are on, which is substantial. It will take between 90 – 100 days to implement this step but we are beginning that process.
- E. State Budget – Mrs. Bailey stated that we were on the radio with State Representative Gary McDowell and he is a supporter of us. They are trying to ease the cuts that we receive as much as possible, but we are still looking at an eight (8) to twelve (12) percent cut and he did give us a substantial warning for next year because of next year's budget looks worse. Discussion held.
- F. State Review – Mrs. Bailey indicated that the state has cleared us on all issues on September 16.
- G. Bay Bluffs Expansion Project Committee – Mrs. Bailey mentioned that the county appointed Lou Fantini as member at large, Jack Jones and Tom Foltz are the two county commissioners, and will need a motion to approve Fred Rogers as board representative with Mary Horan as alternate to serve on this committee. Mrs. Bailey mentioned we still have to have twelve quarters with 97 percent occupancy to qualify for CON for additional beds.

**Mrs. Frisbey made a motion to appoint Fred Rogers to the Bay Bluffs Expansion Project Committee with Mrs. Horan as alternate. Mr. Rogers supported motion. Voice votes held and motion carried.**

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

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

**Mrs. Frisbey made a motion to accept the Cash Report ending August 31, 2009 and the Financial Report ending July 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 - **08/27/09 for \$27,189.41; and 9/10/09 for \$100,814.07; and 9/17/09 for \$183,637.80 for a total of \$311,641.28.**

**Mrs. Frisbey made a motion to approve bills for August as presented for payment. Mr. Rogers supported the motion. Roll call vote – Fred Rogers (YES), Mary Horan (Absent), and Patricia Frisbey (YES). Roll call vote carried.**

- D. Annual Audit – Mr. Greer mentioned he heard from Plante Moran regarding next year's audit to see if we want to continue with them, because they want to do some preliminary testing. Discussion held. Mr. Greer asked if the board wanted him to go out and solicit other CPA firms to do audit. The board recommended that he submit a bid for other firms to see if they are interested in the Petoskey, Cheboygan and Traverse City areas and report back to the board in October.

V. **OLD BUSINESS:** Waiting for company to come and repair roof.

VI. **NEW BUSINESS:** None

VII. **NEWSPAPER ARTICLES / LETTERS** – Mrs. Bailey shared with the Board that a pig roast with entertainment for the residents is taking place this afternoon.

VIII. **ADJOURNMENT** – Mrs. Frisbey made a motion, supported by Mr. Rogers to adjourn the meeting at 10:50 a.m.

XI. **NEXT MEETING** – The next regular scheduled meeting is for Thursday, October 15, 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