

**Emmet County Department of Human Services
Board Meeting Minutes
August 25, 2011**

1. **MEETING CALLED TO ORDER:** Mr. Rogers, ECDHS board chairperson, called the meeting to order at 10:05 a.m.

2. **ROLL CALL**

Board Members present: Fred Rogers, Board chairperson
Mary Horan, Board vice-chairperson
Patricia Frisbey, Board member

Staff Members present: Diana L. Bailey, LNHA, MBA, Executive Director
Michael Greer, CPA, Director of Financial Services
Scott Pearson, Director of Plant Operations
Janet R. VandenBerg, ALS, Recording Secretary

Staff Members absent: None

Others present: Kathy Abbott, Esq., Civil Counsel
Paul Hramiec, County Commissioner / Board Liaison
Gail Martin, Emmet County Clerk
Marilyn May, Emmet County Treasurer
Jill Rogala, Bluewater Underwriters, W/C program

3. **APPROVAL OF AGENDA:** Mr. Rogers ask for a motion to approve agenda that was provided.
Mrs. Horan made a motion and seconded by Mrs. Frisbey, to approve the Meeting Agenda as amended. Voice votes taken and motion carried.

4. **APPROVAL OF MINUTES:**

Mr. Rogers asked if there was any discussion needed before approving the regular Meeting Minutes of July 21, 2011. Discussion held.

Mrs. Frisbey made a motion to accept the meeting minutes of July 21, 2011, as distributed and supported by Mrs. Horan. Voice votes taken and motion carried.

5. **PUBLIC COMMENT:** None

6. **SCHEDULED APPEARANCE(S):** Mrs. Bailey stated we have Scott Pearson, Director of Plant Operations and Jill Rogala, Bluewater Underwriters in attendance today.

Scott Pearson: Mr. Rogers asked him to explain what his job entails. Mr. Pearson offered an overview of his job duties, general communication systems utilized for the Maintenance Department and purchasing procedures. Mr. Pearson also stated the current construction project is underway and on schedule.

Jill Rogala – Bluewater Underwriters: Ms. Rogala was present at the meeting to share with the board members and distributed some information regarding the workers compensation program the Facility has. She indicated she started working with Mike in 2004, explained how the Facility has saved over a million dollars, far less employees being injured at Bay Bluffs, etc. Jill mentioned we were with Accident Fund and switched to Citizens Management (CMI). She also mentioned that Accident Fund recently was sold. Mr. Greer explained how CMI staff such as Ken Smylie, does regular training, webinars and other information available to staff such as a library of information. Mike mentioned we currently do not have any workers compensation claims and by using these techniques provided we are saving on premiums. CMI does not charge separately for reviewing claims where other companies do, and work closely with Toni Adams on claims. Discussion held. Mr. Rogers thanked Jill Rogala for updating the Board.

7. EXECUTIVE DIRECTOR'S REPORT:

- A. **Contract(s):** Mrs. Bailey mentioned included in the packets were a Contract with MDOT, two contracts with NCMC (one for registered nursing program and the second for the nurse aide program), a renewal transfer agreement with NMRH, and the Global Cash Card.
- **MDOT:** Mrs. Bailey mentioned this is the revised contract from MDOT for our current bus and purchasing one in the future. Kathy Abbott has reviewed.
Mrs. Horan made a motion to authorize Chair to sign the MDOT contract and supported by Mrs. Frisbey. Roll call vote taken: Fred Rogers (YES), Mary Horan (YES), and Patricia Frisbey (YES). Roll call vote passed.
 - **NCMC – Registered Nurse Program:** Mrs. Bailey explained this is a renewal contact and Kathy Abbott has reviewed.
Mrs. Horan made a motion to authorize chair to sign the NCMC contract for registered nursing program and supported by Mrs. Frisbey. Voice votes taken and motion carried.
 - **NCMC – Nurse Aide program:** Mrs. Bailey explained this is also a renewal contract and that Kathy Abbott made some recommended changes, which were revised, to bring this contract in-line with the nursing contract.
Mrs. Horan made a motion to authorize chair to sign the NCMC contract for nurse aide program and supported by Mrs. Frisbey. Voice votes taken and motion carried.
 - **NMRH Transfer Agreement:** Mrs. Bailey explained to the Board the transfer agreement with NMRH. This is a renewal contract identical to last year. Discussion held.
Mrs. Horan made a motion to authorize chair to sign the Transfer Agreement with Northern Michigan Regional Hospital and supported by Mrs. Frisbey. Voice votes taken and motion carried.
 - **Global Cash Service Agreement:** Mr. Greer explained this is an Agreement to do away with issuing paper checks, and all staff will either have to have direct deposit into a bank account or have their funds put into a debit/credit card. Discussion held. Mr. Greer said this is a mandate coming down from the State of Michigan. There is no cost to the Facility. Literature will be distributed and meetings scheduled regarding this program are forthcoming. Pay stubs will be distributed through the end of the year and then all information will go directly on-line. Kathy Abbott has reviewed the contract and requested some changes. Emmet County will be doing this as well.

Mrs. Horan made a motion to authorize chair to sign this Agreement and was supported by Mrs. Frisbey. Voice votes taken and motion carried.

- B. Annual Survey: Mrs. Bailey stated that statewide the average number of citations is ten to eleven per Facility and we received three minor citations. The majority of the concerns were documentation / paper issues. Discussion held. Mrs. Bailey stated that the surveyors were very complimentary. The Facility will also be focusing and planning mock evacuation and mock elopement drills, continuing updates on the disaster program, management training, and Patty, Linda, Diana and Scott will be going to the University Center in Gaylord for some additional training on proper evacuation drills on September 23.
- C. CMS Memo regarding Abuse & Neglect: Mrs. Bailey is working closely with Kathy Abbott to update the abuse / neglect policy and process under the guidelines established by CMS. We have been in communication with Mr. Linderman, Emmet County prosecutor, and the Police Chief from the City of Harbor Springs and let them know what the requirements are. Further discussion held as to the various abuse (physical, mental, and/or financial) issues. Mrs. Bailey stated the Facility **investigates all claims**. Kathy Abbott stated a report needs to be done even as to a reasonable suspicion of abuse within a specific timeframe. Reasonable suspicion is a term that is struggled with by law enforcement and the courts. Kathy also remarked that all situations need to be analyzed completely, the timelines are very short, and to investigate and be able talk to everyone you might need to make the call. Mrs. Bailey stated we are updating our Substance Abuse protocol.
- D. Medical Marihuana: Kathy Abbott has also updated the Substance Abuse Policy for the Employee Handbook.
- E. Drug Incident / citation with NCMC student: Mrs. Bailey explained to Mr. Hramiec what a "G" level citation from the state involves. Mrs. Bailey then made the board aware that she has spoken with Mary Miles, from the nursing department at NCMC and they have agreed to pay \$1,600 towards the penalties received of \$4,100 for the drug incident / citation the facility recently received.

8. REPORT of DIRECTOR OF FINANCIAL SERVICES:

- A. Cash Report - Mr. Greer distributed copies and explained the Cash Report ending **July 31, 2011**. Discussion held.
- B. Financial Report – Mr. Greer distributed copies and reviewed the Financial Report ending **June 30, 2011**. Discussion held. Mr. Greer stated occupancy is at 97 percent.
Mrs. Horan made a motion to accept the Cash Report ending July 31, 2011 and the Financial Report June 30, 2011, as distributed and supported by Mrs. Frisbey. Voice votes held and motion carried.
- C. Accounts Payable/Pre-Pays – These items were discussed and approved earlier today as follows – **08/05/11 - \$111,904.65; 08/17/11 - \$106,123.16; and 08/21/11 - \$233,046.41 for a total of \$451,074.22.**
Mrs. Horan made a motion to approve bills as presented in August for payment. Mrs. Frisbey supported the motion. Roll call vote was taken – Fred Rogers (YES), Mary Horan (YES), and Patricia Frisbey (YES). Roll call vote passed.
- D. Lebenbom & Rothman, P.C.: Mr. Greer stated the attorney will be coming to the Facility and provide training to specific staff members (Diana, Sherry Becker, Mary Hemstreet & Mike Greer) on September 7th. Mr. Greer included in the packets a synopsis about the attorney, and will have the attorney prepare a written synopsis of his findings.

- E. Private Pay Rate: Mr. Greer explained to the board that annually the state reviews the private pay and Medicaid rates for Michigan. We are currently receiving \$236 per day / private pay and as of October 1, 2011 the private pay rate will increase to \$243. Mr. Greer will be sending out a letter to all residents in September.

9. UNFINISHED BUSINESS: None

10. NEW BUSINESS: None

11. COMMUNICATIONS –

- Mrs. Bailey distributed in packets the Fund minutes.
- Mrs. Bailey mentioned that the Fund Dinner is scheduled for May 4, 2012 at the Pier.
- Mrs. Bailey also mentioned there are two open seats on the Fund Board.

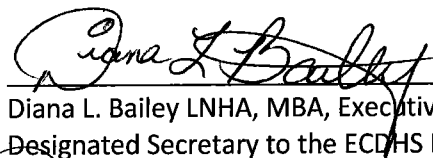
12. ADJOURNMENT – Mrs. Frisbey made a motion to adjourn meeting. Mrs. Horan supported motion to adjourn the meeting at 12:22 p.m.

13. NEXT MEETING – The next regular scheduled meeting is for Thursday, September 15, 2011 with the Finance Meeting at 8:45 a.m. and the Board Meeting at 10 a.m. Joint DHS meeting will be held at 9:30 a.m. in Petoskey on August 27, 2011.

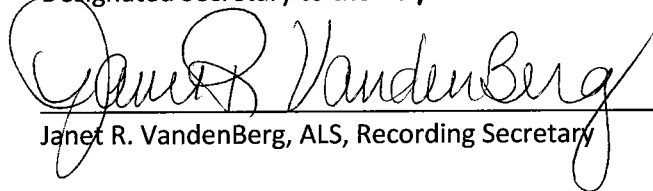
9-15-11
Date


Fred Rogers, ECDHS Board Chairperson

9-15-11
Date


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

9-16-11
Date


Janet R. Vandenberg, ALS, Recording Secretary

pc: Fred Rogers, Mary Horan, Patricia Frisbey, Kathy Abbott, M.C. (Toni) Adams, Paul Hramiec, Gail Martin, Marilyn May, and Noreen Strange