

**Emmet County Department of Human Services  
Board Meeting Minutes  
August 19, 2010**

- 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  
Patty McClees, RN, CDON, Director of Clinical Services  
Janet R. VandenBerg, ALS, Executive Assistant
- Staff Members absent:** None
- Others present:** Leroy Gregory, Board Liaison/County Commissioner  
Kathy Abbott, Esq., Civil Counsel  
Barbara A. Rohrer, Esq., Lipson / Neilson et al

Mr. Rogers called the meeting to order at 10:13 a.m.

Barbara A. Rohrer, Esq. of Lipson / Neilson, Cole, Seltzer, Garin, P.C. was introduced by Mrs. Bailey as the counsel retained by RSUI Group, Inc. to represent Bay Bluffs in the employment related litigation threatened by a former employee.

**Mrs. Horan made a motion that the ECDHS Board go into close session to discuss the written opinion of Attorney Barbara A. Rohrer given to the Board on August 19, 2010, which is subject to the attorney – client privilege. Mrs. Frisbey supported the motion. Roll call vote was taken – FRED ROGERS (YES), MARY HORAN (YES) and PATRICIA FRISBEY (YES). Roll call vote passed.**

The ECDHS Board went into closed session at 10:15 a.m.

The ECDHS Board came back into open session at 11 a.m.

**PUBLIC COMMENT:** None

**Fred Rogers, board chairperson called the meeting to order at 11:03 a.m.**

- I. **APPROVAL OF MINUTES:** Mr. Rogers asked if there was any discussion and/or if any additions or corrections were needed to the meeting minutes of July 15, 2010. Discussion held.  
**Mrs. Horan made a motion to accept the minutes of the July meeting as distributed, and corrected (under Section II. D. *in italics*) and supported by Mrs. Frisbey. Voice votes taken and motion carried.**
- II. **EXECUTIVE DIRECTOR: DIANA L. BAILEY**
  - A. Contracts –

1. NMRH Transfer Agreement – Mrs. Bailey shared with the board the Transfer Agreement from NMRH and that Kathy Abbott did not have time to review so recommended that the Board approve subject to Kathy Abbott’s review.

**Mrs. Horan made a motion to authorize chair to sign the Northern Michigan Regional Hospital’s Transfer Agreement subject to Kathy Abbott’s review and was supported by Mrs. Frisbey. Voice votes taken and motion carried.**

2. CMI Contract for Workers Compensation – Mrs. Bailey mentioned that due to changes in the law, a temporary contract is being presented for approval through November 30, 2010. Kathy Abbott has reviewed. Discussion held. An amended contract will be presented later.

**Mrs. Horan made a motion to approve CMI Contract through November 30, 2010 and supported by Mrs. Frisbey. Roll call vote was taken – FRED ROGERS (YES), MARY HORAN (YES), and PATRICIA FRISBEY (YES). Roll call vote passed.**

3. Grant Writer – Mrs. Bailey mentioned that the grant writer’s contract is ready and is based on a contract for each grant written. Discussion was held. Mrs. Bailey asked the board to allow her to sign each future contract to eliminate time delays.

**Mrs. Horan made a motion to approve the grant writer’s contract as presented, and to allow Mrs. Bailey to sign all future grant contracts unless compensation for a grant exceeds Five Hundred Dollars (\$500). Mrs. Frisbey supported motion. Roll call vote was taken – FRED ROGERS (YES), MARY HORAN (YES), and PATRICIA FRISBEY (YES). Roll call vote passed.**

- B. Survey Reviewed 2010 – Mrs. Bailey apprise the board that the Facility has been cleared on all documents and the 2010 Survey approved.

- C. Certified Workers Compensation Seminar – Mrs. Bailey brought to the board’s attention the upcoming conference on workers compensation. Registration fee is Two Thousand Dollars (\$2,000) plus food and two nights lodging. It will be held January 19 – 21, 2011 and felt she needed to attend to be aware of the changes forthcoming. Discussion held.

**Mrs. Horan made a motion to authorize Mrs. Bailey to attend this conference and pay the registration fee, hotel and meal expenses for January 19 – 21, 2011. Roll call vote was taken: FRED ROGERS (YES), MARY HORAN (YES), and PATRICIA FRISBEY (YES). Roll call vote passed.**

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

- A. Cash Report - Mr. Greer distributed copies of the Cash Report ending **July 31, 2010**. Mr. Greer reviewed with the board and discussion held.


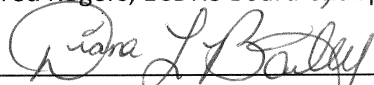
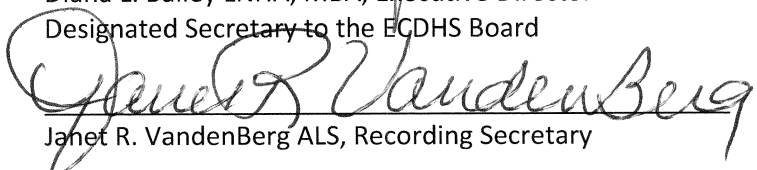
- B. Financial Report – Mr. Greer distributed copies of the Financial Report ending **June 30, 2010**. Discussion held and questions answered.

**Mrs. Horan made a motion to accept the Cash Report ending July 31, 2010 and the Financial Report ending June 30, 2010 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 as follows – **07/29/10 - \$119,709.73; 8/19/10 - \$198,013.64 for a total of \$317,723.37.**

**Mrs. Horan made a motion to approve bills for August as presented 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.**

- IV. **OLD BUSINESS:** Mrs. Bailey stated she was working with David Jones from the Community Foundation and Sue Engel from the Friendship Center on a thank you for the paper regarding the proceeds received from the Agatha "Opal" Boettger Estate. Discussion was also held on thanking the attorney who assisting in setting this up.
- V. **NEW BUSINESS:** Mrs. Bailey mentioned that we have ordered two trees to be planted in the front of the building in memory of a resident who expired and a former DHS employee, Jerry Joneson, who was instrumental in recommending the building of the care facility.
- VI. **NEWSPAPER ARTICLES / LETTERS** – Mrs. Bailey mentioned thank you letters from the Sorricks Family and the Emmet County Transfer – Recycle Facility thanking Diana Bailey and Becky Krussell for their assistance at the Open House.
- VII. **ADJOURNMENT** – Mr. Rogers entertained a motion to adjourn meeting. Mrs. Frisbey supported motion to adjourn the meeting at 11:30 a.m.
- VIII. **NEXT MEETING** – The next regular scheduled meeting is for Thursday, September 16, 2010 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 September 28, 2010.

<p><u>9-16-10</u> Date</p>	<p> Fred Rogers, ECDHS Board Chairperson</p>
<p><u>9-16-10</u> Date</p>	<p> Diana L. Bailey LNHA, MBA, Executive Director Designated Secretary to the ECDHS Board</p>
<p><u>9-16-10</u> Date</p>	<p> Janet R. Vandenberg ALS, Recording Secretary</p>

pc: Fred Rogers, Mary Horan, Patricia Frisbey, Kathy Abbott, Leroy Gregory, Toni Wiltse, Gail Martin, Marilyn May, Noreen Strange, and Jack Jones