

**Emmet County Department of Human Services
Board Meeting Minutes
January 21, 2009**

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

Board Member absent: Mary Horan, Board vice-chairperson (excused)

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
Becky Goral, PTA, Wellness Program / PT Dept.

Fred Rogers, board chairperson called the meeting to order at 10:01 a.m.

PUBLIC COMMENT: None

Becky Goral, physical therapy assistant shared with the Board about the Wellness Program that has started at the Facility for staff. Becky graduated from Delta College last May, and indicated forty employees are currently participating in the wellness training and five programs offered. Becky stated that over the next twelve-month period, we are planning in-service meetings with Cadillac Insurance regarding wellness. Our dietician will be answering questions on how to read labels, salt content, etc. Further discussion held and questions answered. Becky also apprised the board on some future goals for the PT Department, which includes some new equipment, new services, etc.

I. APPROVAL OF MINUTES:

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

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

II. EXECUTIVE DIRECTOR:

A. Facility Newsletter – Mr. Rogers mentioned that the “Bay Bluffs’ Blabber” was very informative. Mrs. Bailey said it is published as needed and is an excellent way to get the information out to staff, residents, and families. Discussion held.

B. Contract – A three-year renewal contract with Northwest Michigan Community Health Agency (Hospice Program) is ready for approval. This contract is identical to the contracts approved in 2009 with Hospice of Little Traverse Bay (1-year) and Hospice of the Straits (3-year).

Mrs. Frisbey made a motion to approve chairperson to sign the contract with Northwest Michigan Community Health Agency (Hospice) for three years. Mr. Rogers supported the motion. Voice votes taken and motion carried.

- C. Annual Report – Mrs. Bailey mentioned that her annual report presentation would be next month. Dr. Blanchard will be joining us. Mrs. Bailey asked the board members for ideas they would like to see and asked the board for any recommendations. Mr. Rogers felt it was important too frequently bring in more department heads to discuss what their current and future goals are, etc. Mrs. Horan mentioned earlier to Mrs. Bailey that she felt it was important to have a meeting with the county commissioners. Discussion held about the possibility of having the county commissioners invited for lunch every two or three years, and because of current and future changes on the county commission board. Mr. Rogers mentioned that Bill Denemy be invited to give an overview of DHS, and Mary Horan’s term is up this year and possible re-appointment.
- D. Employee Handbook – Mrs. Bailey explained that the current handbook is in the revision stages. Kathy Abbott, Diana Bailey, and Janet Vandenberg met recently with Kathy to review HIPAA, FMLA, COBRA, etc., and computer policies and seeing where we can combine policies and be in compliance, with the state and federal laws. Mrs. Bailey is planning to present this to the Board in February.
- E. Optimus Program – Mrs. Bailey stated that in early February, we are in the process of going live with our medication and treatment sections of the electronic medical records. Currently we are in the process of transitioning from paper to electronic recording, which is challenging, but the final product will be fabulous and will have everything up and running by the time our window opens for the state as well. Our sister facility (Meadowbrook) in Bellaire took on the system six months prior to us, so we have been able to work on the issues with them, and avoid some of the problems. Grandvue is transitioned over and several calls from other facilities have been received asking about the system we purchased.

III. **DIRECTOR OF FINANCIAL SERVICES –**

- A. Cash Report – Mr. Greer distributed copies of the Cash Report ending December 31, 2009. Mr. Greer reviewed with the board and discussion held.
- B. Financial Report – Mr. Greer distributed copies of the Financial Report ending November 30, 2009. Discussion held and questions answered. Occupancy is running at ninety-eight percent.

Mrs. Frisbey made a motion to accept the Cash Report ending December 31, 2009 and the Financial Report ending November 30, 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 - **12/29/09 for \$17,518.97; and 1/08/10 for \$210,794.09; and 1/21/10 for \$239,522.03 for a total of \$467,835.09.**

Mrs. Frisbey made a motion to approve bills for December 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. Optimus – Mr. Greer brought to the board’s attention that the nurses have concerns with the current laptops because of the small screens, and problems with the touch screens as well. To get six new larger touch screen laptops, each unit would have one and then one spare at a cost at a high end of \$10,000. We are looking at the best warranty & service, durability, and calculate that with satisfaction from people who

have already used. We would use the existing laptops for ongoing training, as we currently do not have that option available. We also need to look at venting options for the computer room because of computer and telephone equipment and the required temperature the room should be. Empiric is putting together options on both.

- IV. **OLD BUSINESS: None**
- V. **NEW BUSINESS:** Mr. Rogers mentioned there was a 501(c) (3) meeting next Tuesday.
- VI. **NEWSPAPER ARTICLES / LETTERS – None**
- VII. **ADJOURNMENT –** Mrs. Frisbey made a motion, supported by Mr. Rogers to adjourn the meeting at 11:07 a.m.
- VIII. **NEXT MEETING –** The next regular scheduled meeting is for Thursday, February 18, 2010 with the Finance Meeting at 8:45 a.m. and the Board Meeting at 10 a.m. Joint DHS meeting will be held in Charlevoix on February 23, 2010.

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