

**Emmet County Department of Human Services
Board Meeting Minutes
July 21, 2011**

1. **MEETING CALLED TO ORDER:** Mr. Rogers, ECDHS board chairperson, called the meeting to order at 10:15 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
Janet R. Vandenberg, ALS, Recording Secretary

 - Staff Members absent:** None

 - Others present:** Kathy Abbott, Esq., Civil Counsel

3. **APPROVAL OF AGENDA:** Mr. Rogers ask for a motion to approve agenda that was mailed and amended with additional items added.
 - 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 June 16, 2011. Discussion held.
 - Mrs. Frisbey made a motion to accept the meeting minutes of June 16, 2011, as distributed and supported by Mrs. Horan. Voice votes taken and motion carried.**

5. **PUBLIC COMMENT:** None

6. **SCHEDULED APPEARANCE(S):** Mr. Rogers requested on behalf of the DHS Board, that Scott Pearson, Director of Maintenance, be present for the next board meeting to give the board an overview of the department. Mrs. Bailey will apprise Mr. Pearson on the board's concerns.

7. **EXECUTIVE DIRECTOR'S REPORT:**
 - A. **MDCH Citations:** Mrs. Bailey apprised the board on the "G" level citation received due to a college student administering the incorrect medications to a resident. Total fines totaled \$4,100 (\$2,500 for CMS, \$1,500 for MDCH, and \$100 to resident). Mrs. Bailey stated she has contacted Mary Miles at NCMC and requested that they consider assisting us with payment. Discussion held. Mrs. Bailey explained that we cleared the citation. We also had our annual survey and received 3 minor citations. A review will take place once we receive the documents.

- B. Fund Board Scholarship Funding: Mrs. Bailey mentioned she included minutes from the last meeting and it listed those who were selected as scholarship recipients. Mrs. Bailey stated that these recipients are a dynamic group of individuals. We awarded scholarships to (1) Licensed Practical Nurse going for a Registered Nurse degree, (2) Certified Nurse Aide going for a Licensed Practical Nurse degree, (3) Social Worker going for a Physician Assistant, (4) Certified Nurse Aide going for a Social Worker degree, and (5) a Certified Nurse Aide going for a Registered Nurse degree. Discussion held and Mrs. Bailey responding to questions on behalf of the Fund Board.
- C. 2012 Appropriation Request: Mrs. Bailey mentioned she received annual paperwork from Cynthia VanAllen regarding the 2012 Appropriation Request (Facility's Maintenance of Effort) which is a tax on the building that we pay on an annual basis. She requested the Board to approve and authorize the Chair to sign the letter.
- Mrs. Horan made a motion to authorize Chair to sign the 2012 Appropriation Request in the amount of \$210,000. Mrs. Frisbey supported the motion. Voice votes taken and motion carried.**
- D. Contract(s): Mrs. Bailey mentioned she included in the packets a two-year contract with GRS Transport for non-emergent transportation. GRS charges \$100 per hour versus a \$700 charge when we call Allied Ambulance. Discussion held. Two other contracts will be dealt with in August regarding NCMC Nursing and Nurse Aide programs and MDOT.
- Mrs. Horan made a motion authorizing chair to sign two-year contract for non-emergent transportation with GRS Transportation and was supported by Mrs. Frisbey. Roll call vote taken: Fred Rogers – (YES), Mary Horan (YES), and Patricia Frisbey (YES). Roll call vote passed.**
- E. New Bus: Mrs. Bailey mentioned she has reviewed documentation and been in contact with MDOT contact. Mrs. Bailey discussed this with Fred Simons as to the new bus we were scheduled to receive in 2012. It is a possibility that with the economy and state budget, we will not receive it until 2013. Discussion held.
- F. Foundation Endowment: Mrs. Bailey mentioned we have received the quarterly statement ending 6/30/11 from the Petoskey – Harbor Springs Area Community Foundation and we have received \$26.39 in interest on \$5,000 deposit. This statement will be received on a quarterly basis.

8. REPORT of DIRECTOR OF FINANCIAL SERVICES:

- A. Cash Report - Mr. Greer distributed copies and explained the Cash Report ending **June 30, 2011**. Discussion held.
- B. Financial Report – Mr. Greer distributed copies and reviewed the Financial Report ending **May 31, 2011**. Discussion held. Mr. Greer stated that technically we have to show the money received from the Boettger Estate in the books as an asset. Mr. Greer stated occupancy is at 97 percent.
- Mrs. Horan made a motion to accept the Cash Report ending June 30, 2011 and the Financial Report May 31, 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 – **07/06/11 - \$163,923.19; 07/13/11 - \$24,096.59; and 07/21/11 - \$301,232.76 for a total of \$489,252.54.**
- Mrs. Horan made a motion to approve bills as presented in July 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.:** Attorney who specializes in collecting Medicaid, etc. – Mr. Greer shared with the Board that he met individuals at the MCMCFC Spring Conference who work for the firm of from Troy, Michigan. Mr. Greer has had discussions with an attorney from that firm who specializes in Medicare / Medicaid collections. Mr. Greer stated this attorney will come to the Facility and provide training to specific staff members for \$2,500. This will include his travel and time for training staff. Discussion held and the board requested document on what type(s) of training will be done with specific staff. Mr. Greer indicated he would get curriculum vitae from the attorney and provide copy to the board, and would have the attorney prepare a written synopsis of his findings. Kathy Abbott responded this has been a long time coming and we have tried a number of options.

Mrs. Horan made a motion to approve training for specific staff and the attorney's travel time not to exceed \$2,500. Mrs. Frisbey supported the motion. Roll call vote taken: Fred Rogers (YES), Mary Horan (YES), and Patricia Frisbey (YES). Roll call vote passed.

- E. **Account set-up for Fund** – Mr. Greer was meeting with Marilyn May this morning regarding setting up the fund account because she will need to facilitate the transfer of the funds for this account. Currently these funds have all gone into the Gift & Donation account. Mr. Greer mentioned this transfer should take place later today. We should have checks within the next couple of weeks once this is established.

9. UNFINISHED BUSINESS:

Mrs. Horan asked if we had received any correspondence from the county commissioners regarding the letter sent requesting a member of the county board to our board meetings. Mr. Rogers replied he has not seen anything. Kathy Abbott will check on this because she has not seen anything under communications.

10. NEW BUSINESS:

- **Fourth of July Parade** – Mrs. Bailey mentioned we had the bus in the parade this year and Mr. Rogers was able to bring his car. The Fund Board has decided to pick this up as a challenge for next year's parade and we are going to upgrade the attraction next year. Mr. Rogers mentioned there was a large crowd, more than ten thousand, in attendance. Mrs. Bailey mentioned the comment her youngest son made on both the Harbor Springs & Petoskey parades.
- **Tri-County Lunch Meeting** – Mrs. Bailey mentioned that three times a year the DHS Boards (Antrim, Charlevoix & Emmet DHS Boards) will meet together and have a lunch meeting at the designated Facility. Mrs. Bailey stated she had Jan Vandenberg request that Bay Bluffs would like to host the February 2012 meeting and was waiting for a response from the County Director or her assistant.

11. COMMUNICATIONS –

- Mrs. Bailey stated we received a letter from the Frey family regarding a member of their family who was a resident at the Facility.
- The second piece of communication was from Mallard Cove in Petoskey, an assisted living facility located on U.S. 31 near Bay Harbor.

12. **ADJOURNMENT** – Mrs. Frisbey made a motion to adjourn meeting. Mrs. Horan supported motion to adjourn the meeting at 11:20 a.m.


13. **NEXT MEETING** – The next regular scheduled meeting is for Thursday, August 25, 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 Charlevoix on August 23, 2011.

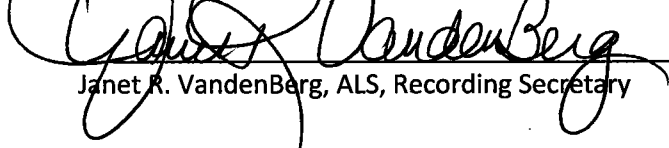
8-25-11
Date

8/25/11
Date

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Date


Fred Rogers, ECDHS Board Chairperson


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


Janet R. Vandenberg, ALS, Recording Secretary

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