

Emmet County Department of Human Services
Board Meeting Minutes
July 15, 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
Janet R. VandenBerg, ALS, Executive Assistant

Staff Members absent: None

Others present: Leroy Gregory, Board Liaison/County Commissioner
Kathy Abbott, Esq., Civil Counsel
David Jones, Executive Director, Community Foundation
Jill Rogala, CIC Insurance Agent
Fred Simons, Foundation Board chair
John Wrobel, Foundation board member
Dr. Robert Cooke, Foundation board member

David Jones, Executive Director of the Petoskey - Harbor Springs Community Foundation was present to explain to the ECDHS Board and the Bay Bluffs – ECMCF Fund Board the status of the funds received from the Agatha “Opal” Boettger Estate, the Fund that was set up, and that account is being split between the Facility and the Friendship Center of Emmet County. Mr. Jones distributed a folder to each board member explaining the Foundation. Mr. Jones explained about the annual letter / distribution check which is sent (disbursed each May) and the calendar year goes from April 1 – March 31. Additional facts were explained to both boards and questions answered regarding amount distributed annually, administrative fee, etc. Mr. Jones explained that it would take a minimum of Five Thousand Dollars (\$5,000) to set up a separate endowment and that there is no charge to set up an endowment fund. Mrs. Bailey thanked DJ for coming to the board meeting and sharing with the two boards and answering questions. At the end of this portion of the meeting, Dr. Cooke gave his verbal resignation as a member of the Foundation Board stating that they need a younger individual on the board.

Jill Rogala, CIC Insurance Agent was present to share with the ECDHS Board regarding the renewal contract for the workers compensation policy with CMI. Ms. Rogala shared with the board that she reviewed several companies, the programs that the Facility is involved with and that CMI still had the best coverage to meet our needs with regard to cost. Mr. Greer explained the paperwork and discussion was held and questions answered. Mr. Greer complimented Ms. Adams on internally managing the work comp files. Mr. Greer recommended we increase our deductible from \$350,000 to \$400,000 which will save approximately Eight Thousand over two-year period and the board members made a consensus to go in the direction of the Finance Director for the CMI Renewal Contract. The renewal contract will be ready for the August board meeting.

PUBLIC COMMENT: None

Fred Rogers, board chairperson called the meeting to order at 11:07 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 June 17, 2010. Discussion held.
Mrs. Frisbey made a motion to accept the minutes of the June meeting as distributed, corrected (under Section II. E.) and supported by Mrs. Horan. Voice votes taken and motion carried.

- II. **EXECUTIVE DIRECTOR: DIANA L. BAILEY**
 - A. Contracts –
 1. Mrs. Bailey reviewed the Addendum to the Contract with Optimus EMR for the (Pharmacy Module). The Facility will be billed an additional amount per month for this. Discussion held.
Mrs. Horan made a motion to authorize chair to sign the Optimus EMR Addendum for Pharmacy Module and supported by Mrs. Frisbey. Roll call vote taken: Fred Rogers - YES, Mary Horan – YES, and Patricia Frisbey – YES, and motion carried.
 2. Quick Care contract - Mrs. Bailey mentioned we have never had a contract with Quick Care which would include new employee physicals, work comp issues and drug screening. Discussion held.
Mrs. Horan made a motion to authorize chair to sign Quick Care contract and was supported by Mrs. Frisbey. Roll call vote taken: Fred Rogers – YES, Mary Horan – YES, and Patricia Frisbey – YES, and motion carried.
 3. County Appropriations – Mrs. Bailey presented to paperwork from the County for the county appropriations totaling Two Hundred Ten Thousand Dollars (\$210,000) and we receive quarterly payments for MOE of (\$52,500). Discussion held.
Mrs. Horan made a motion to authorize chair to sign the County Appropriations Agreement and was supported by Mrs. Frisbey. Voice votes taken and motion carried.
 4. County Senior Millage – Mrs. Bailey stated she received the 2011 document to receive senior millage funds and discussion was held.
Mrs. Horan made a motion to authorize chair to sign the 2011 Senior Millage contract requesting Fourteen Thousand Dollars (\$14,000) and the Affirmation of Non-Discrimination and was supported by Mrs. Frisbey. Voice votes taken and motion carried.
Mrs. Frisbey then made a motion that Mrs. Bailey would complete the application and answer any questions required and was supported by Mrs. Horan. Voice votes taken and motion carried.
 - B. Annual Survey 2010 – Mrs. Bailey mentioned we had our re-survey and we cleared on everything except for F-310 which was to do with psychotropic medication use. Explanation given and discussion held.
 - C. Building & Grounds Committee Meeting - Mrs. Bailey shared with the board the meeting that was recently held with the Emmet County Building and Grounds committee. A handout was distributed and discussion held. The county has agreed to allow monies to be expended for the energy audit from the millage account.
 - D. Board Appointment – Mrs. Bailey shared with the Board that a new addition to the Facility Fund Board was proposed. Gentleman’s name is John Wrobel. Mrs. Bailey shared with the board his background. Discussion held. *Board suggestion was made that we could*

use individuals with various expertise and influence in their community on this board as those individuals would be an added bonus to round out the board's overall experience and knowledge. It was recommended to contact someone at First Community Bank or Kathy Erber from the Bank of Northern Michigan.

Mrs. Horan made a motion to appoint John Wrobel as a member of the Bay Bluffs – ECMCF Fund Board and was supported by Mrs. Frisbey. Voice votes taken and motion carried.

- E. Agatha "Opal" Boettger Estate – Mrs. Bailey and Mr. Greer shared with the board members as to the status of funds received from this estate. This includes the amount granted to the Petoskey – Harbor Springs Foundation to be shared with the Friendship Center of Emmet County. Mr. Greer will contact Eric Conway and/or Attorney Girard to see what would be the best way to set up a Fund for this money.
- F. Grant Writer – Mrs. Bailey mentioned that the grant writer contract is presently on hold. Discussions have been ongoing with Kathy Abbott in regards to a contract and compensation.

III. **DIRECTOR OF FINANCIAL SERVICES –**

- A. Cash Report – Mr. Greer distributed copies of the Cash Report ending **June 30, 2010**. Mr. Greer reviewed with the board and discussion held.
- B. Financial Report – Mr. Greer distributed copies of the Financial Report ending **May 31, 2010**. Discussion held and questions answered.

Mrs. Horan made a motion to accept the Cash Report ending June 30, 2010 and the Financial Report ending May 31, 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 – **07/07/10 - \$122,550.33; 7/15/10 - \$286,019.95 (less \$1,214.29 from Gift & Donation Fund) for a total of \$407,355.99.**

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

IV. **OLD BUSINESS: Distributed a revised FOIA / Open Meetings Act handout.**

V. **NEW BUSINESS:**

- A. Mrs. Bailey mentioned we have a liability insurance claim which they are trying to prove that FMLA was not followed properly. Discussion held and will keep the board updated.
- B. Pig Roast – Mrs. Bailey stated a Pig Roast will be held on Thursday, August 12 in the afternoon. Board members will be invited.
- C. Pet Fashion Show – Mrs. Bailey mentioned a pet fashion show will be held on July 22nd.

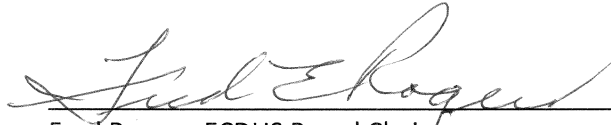
VI. **NEWSPAPER ARTICLES / LETTERS –**

VII. **ADJOURNMENT** – Mrs. Frisbey supported motion to adjourn the meeting at 12:05 p.m.

VIII. **NEXT MEETING** – The next regular scheduled meeting is for Thursday, August 19, 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 August 24, 2010.

9-16-10

Date



Fred Rogers, ECDHS Board Chairperson

9-16-10

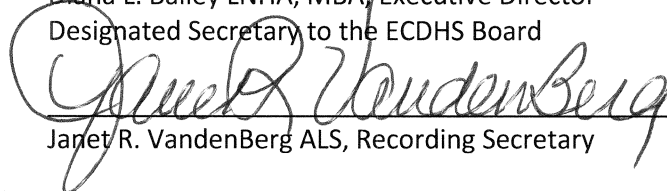
Date



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

9-16-10

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