

**Emmet County Department of Human Services  
Board Meeting Minutes  
June 17, 2010 (corrected)**

- 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  
Scott Pearson, Director of Plant Operations
- Staff Members absent:** None
- Others present:** Leroy Gregory, Board Liaison/County Commissioner  
Kathy Abbott, Esq., Civil Counsel

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

Scott Pearson distributed some information to the board in regards to the Facility Automation for HVAC. Scott explained the documentation presented and discussion was held. Several questions were asked by the board members and it was requested that Mrs. Bailey review the B&G meeting with them the following month. The current figure given by Scott was \$5,850 from Air-N-Energy Consulting, Inc. to perform the energy evaluation simulation assessment. Mrs. Bailey will be requesting millage funds from the county to cover the costs.

**PUBLIC COMMENT:** None

- 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 May 27, 2010. Discussion held.  
**Mrs. Frisbey made a motion to accept the minutes of the May meeting as distributed and supported by Mrs. Horan. Voice votes taken and motion carried.**
  
- II. **EXECUTIVE DIRECTOR: DIANA L. BAILEY**
  - A. Contract – Mrs. Bailey reviewed the Addendum to the Contract with Optimus EMR for the Therapy program (Therapy Lite). The Facility will be billed an additional \$365 per month for this. Discussion held.  
**Mrs. Horan made a motion to authorize chair to sign the Optimus EMR Addendum for Therapy and supported by Mrs. Frisbey. Roll call vote taken: Fred Rogers - YES, Mary Horan – YES, and Patricia Frisbey – YES, and motion carried.**
  
  - B. Update for 2010 State Survey – Mrs. Bailey reviewed the 2010 survey findings. The state surveyors will be back in late June or early July to ensure the corrections were made.

- C. County's Finance Committee Meeting – Mrs. Bailey stated that Mr. Greer and she attended the Finance Committee Meeting on Monday and gave a presentation for the Facility. Everything went well and Lyn Johnson complimented us to the board. We discussed a little about future possible construction. We are still on line at 97 percent occupancy for the 20-bed addition to qualify for CON purposes in June 2011.
- C. Budget Change Request – Mrs. Bailey mentioned that the Optimus system is missing one facet of the program for physician module. Physician documentation is currently not coordinating with the other parts of the system. In the budget we allocated \$16,000 for new lifts for the facility and she would like the board to approve a transfer of \$4,000 from this line item to purchase this module. Further discussion held and questions answered.
- Mrs. Horan made a motion to transfer \$4,000 from line item for lifts to purchase physician module for the Optimus EMR system and Mrs. Frisbey supported motion. Roll call vote taken: Fred Rogers (YES), Mary Horan (YES), and Patricia Frisbey (YES). Roll call vote passed.**
- Mrs. Horan then made a motion, supported by Mrs. Frisbey, to authorize Board chairperson to sign Addendum when it arrives similar to Therapy module addendum signed today. Roll call vote taken: Fred Rogers (YES), Mary Horan (YES), Patricia Frisbey (YES). Roll call vote passed.**
- D. Medical Director Certification – Mrs. Bailey brought to the board's attention that Dr. Blanchard is requesting to become a certified medical director through the AMDA. Training for certification will be held in November in Louisville, Kentucky and he is requesting financial assistance with the cost of the program for certification and not expenses for traveling.
- Mrs. Horan made a motion to authorize financial assistance with training for Dr. Blanchard to be certified as Medical Director of the Facility in the amount of Two Thousand Dollars (\$2,000) and supported by Mrs. Frisbey. Roll call vote taken: Fred Rogers (YES), Mary Horan (YES) and Patricia Frisbey (YES). Roll call vote passed.**
- E. Foundation Board Meeting - Mrs. Bailey mentioned to the board that there is a foundation meeting on Friday and we have a potential new board member joining us. **See Resume attached.**
- F. Recycle at Transfer Station – Mrs. Bailey stated that on Friday, June 25<sup>th</sup> there will be an open house at the Transfer Station and we will be utilizing our bus for transporting individuals back and from their parking lots. Becky Krussell and Diana Bailey will be assisting as well.

### III. DIRECTOR OF FINANCIAL SERVICES –

- A. Cash Report – Mr. Greer distributed copies of the Cash Report ending May 31, 2010. Mr. Greer reviewed with the board and discussion held. Mr. Greer mentioned we had a 98% occupancy rate May 31, 2010.
- B. Financial Report – Mr. Greer distributed copies of the Financial Report ending April 30, 2010. Discussion held and questions answered.
- Mrs. Horan made a motion to accept the Cash Report ending May 31, 2010 and the Financial Report ending April 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 – **06/17/10 for a total of \$190,157.28.**


Mrs. Horan made a motion to approve bills for June 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: None**
- V. **NEW BUSINESS:** Mrs. Bailey stated as an FYI that next month there would be a bill from Topic Cove for the fish tank. Discussion held.
- VI. **NEWSPAPER ARTICLES / LETTERS** – “Bay Bluffs Blabber” was discussed.
- VII. **ADJOURNMENT** – Mrs. Frisbey supported motion to adjourn the meeting at 11:15 a.m.
- VIII. **NEXT MEETING** – The next regular scheduled meeting is for Thursday, July 15, 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 July 26, 2010.

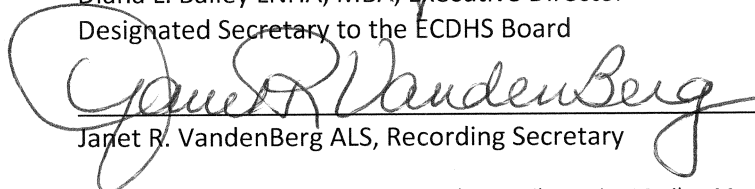
8-19-2010  
Date

  
Fred Rogers, ECDHS Board Chairperson

8-19-10  
Date

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

8-19-10  
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