

**Emmet County Department of Human Services  
Board Meeting Minutes  
November 17, 2011**

1. **MEETING CALLED TO ORDER:** Mr. Rogers, ECDHS board chairperson, called the meeting to order at 10 a.m.
  
2. **ROLL CALL**
  - Board Members present:** Fred Rogers, Board chairperson  
Fred Simons, Board vice-chairperson  
Mary Horan, Board member
  
  - Staff Members present:** Diana L. Bailey, LNHA, MBA, Executive Director  
Michael Greer, CPA, Director of Financial Services  
Roy Hall, Exec. Sous Chef / Dietary Manager  
Patty McClees, RN, CDON, Director of Clinical Services  
Janet R. VandenBerg, ALS, Recording Secretary
  
  - Staff Members absent:** None
  
  - Others present:** Kathy Abbott, Esq., Civil Counsel  
Paul Hramiec, County Commissioner / Board Liaison
  
  - Others Absent:** None
  
3. **APPROVAL OF AGENDA:** Mr. Rogers asked if there were any changes / additions to the Agenda. He then asked for a motion to approve the Agenda that was provided and revised.  
**Mrs. Horan made a motion and seconded by Mr. Simons, to approve the revised Meeting Agenda as provided. 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 October 20, 2011. Discussion held.
  - Mr. Simons made a motion to accept the meeting minutes of October 20, 2011, as distributed and supported by Mrs. Horan. Voice votes taken and motion carried.**
  
5. **PUBLIC COMMENT:** None
  
6. **SCHEDULED APPEARANCE(S):** Introduction of Roy Hall, our new Dietary Manager. Mrs. Bailey introduced Mr. Hall to the Board and Mr. Hall gave a synopsis of his background and training. Discussion held and questions were answered. The Board welcomed him in this new position.
  
7. **EXECUTIVE DIRECTOR'S REPORT:**
  - A. Incident / Citation: Mrs. Bailey apprised the Board on a recent incident reported to the state. Mrs. Bailey and Mrs. McClees stated that the MDCH/NHM was called and the

surveyor did come into Facility to investigate for two days. Mrs. Bailey distributed a report and explained the MDCH grid system for citations. Discussion held and questions were answered by Mrs. McClees or Mrs. Bailey. Training for staff will take place and any policies relating to this issue have been revised.

B. Corporate Compliance Program: Mrs. Bailey explained to the Board that this will be delayed until the December or January meeting.

C. Contract(s):

➤ **Senior Millage – 2012 Contract**: Mrs. Bailey mentioned copies were not in packet as we just received from County Clerk. This is identical to last year and we will receive \$14,000 for 2012. Kathy Abbott drew up this contract. Mrs. Bailey stated these funds are used for the Activity Programs at the Facility. Discussion held. Kathy Abbott made the Board aware that this contract is to be allocated to senior services providers from these millage funds.

**Mr. Simons made a motion to authorize chair to sign 2012 Senior Millage contract and Mrs. Horan supported motion. Voice votes taken and motion carried.**

➤ **NMRH Addendum to Transfer Agreement**: This is an addendum for non-discrimination from NMRH that was overlooked when the contract was signed.

**Mrs. Horan made a motion to approve the Addendum for non-discrimination to the Transfer Agreement. Mr. Simons supported the motion. Voice votes taken, motion carried.**

➤ **NMRH Laboratory Services**: Mrs. Bailey explained this contract for Lab Services would replace the current contract with Detroit Bio-Med. Kathy Abbott reviewed and made changes, and Mrs. Bailey indicating there are possibly other changes once we have meet with NMRH Lab personnel. This will be a three-year contract beginning January 1, 2012. Discussion held. Mrs. Bailey will send letter today to Detroit Bio for 30-day termination clause.

**Mrs. Horan made a motion to authorize chair to sign the NMRH Lab contract for the Facility, and supported by Mr. Simons. Roll call vote taken: Fred Rogers (YES), Fred Simons (YES), and Mary Horan (YES). Roll call vote passed.**

➤ **Occupational Therapist Contract**: Kathy Abbott has prepared an OT Contract for contract services that can be signed by the therapist. The Business Associate Agreement needs to be revised and she will work on that to incorporate HIPAA / HITECH / Abuse Prevention and other documents to be in compliance, and signed in the future. Discussion held.

**Mrs. Horan made a motion to approve Occupational Therapist Contract and Mr. Simons supported motion. Roll call vote taken: Fred Rogers (YES), Fred Simons (YES), Mary Horan (YES). Roll call vote passed.**

➤ **Tri-County Excavating Contract**: Mrs. Bailey stated this is a renewal contract for 2011-12 for snow plowing/snow removal. Discussion held.

**Mr. Simons made a motion to authorize chair to sign the renewal contract for snowplowing / snow removal for 2011-2012 with the addendum prepared by Kathy Abbott. Mrs. Horan supported motion. Roll call vote taken: Fred Rogers (YES), Fred Simons (YES), Mary Horan (YES). Roll call vote passed.**

- D. Charitable Tax Credits: Mrs. Bailey shared with the Board a letter she received from the Petoskey-Harbor Springs Area Community Foundation regarding Charitable Tax Credits for our families and friends and the changes that are forthcoming. Discussion held.
- E. Shirt Sale: Mrs. Bailey mentioned that the Bay Bluffs Fund is selling t-shirts and hats. They are displayed at the front desk. Discussion held.
- F. Home Depot: Mrs. Bailey mentioned that Home Depot is very interested in providing funds (tools & supplies) for our Therapy Garden. Discussion held.
- G. Aging Services of Michigan: Mrs. Bailey mentioned to the Board that this is the organization that Kevin Evans is at. Mr. Evans was the former administrator at Grandvue. Aging Services of Michigan is a much larger organization than MCMCFC and they only support non-profit organizations. Brochure regarding their services was distributed to the Board. The annual fee is \$9,300 to become a member and is consistent with HCAM but higher than MCMCFC. A one-time discount would drop the annual membership fee to \$5,600 so that we could try and see what the benefits are. Several MCFs are already members. The educational benefits are excellent. Mrs. Bailey felt that we should not discontinue MCMCFC at this time.  

**Mrs. Horan made a motion to approve a one-year membership to see and review services to Aging Services of Michigan at the cost of \$5,600 and continue our MCMCFC relationship at this time. Mr. Simons supported the motion. Roll call vote taken: Fred Rogers (YES), Fred Simons (YES), and Mary Horan (YES). Roll call vote passed.**
- H. Calendar of 2012 Meeting Dates: The 2012 calendars were distributed and there is one change that the meeting at Grandvue will be held in June instead of May due to the MCMCFC Spring Conference.
- I. Gas Services: Mrs. Bailey mentioned that there has been a decrease already in the gas costs to the Facility from the upgrade.

**8. REPORT of DIRECTOR OF FINANCIAL SERVICES:**

- A. Cash Report - Mr. Greer distributed copies and explained the Cash Report ending **October 31, 2011**. Discussion held.
- B. Financial Report – Mr. Greer distributed copies, and reviewed the Financial Report that ended **September 30, 2011**. Discussion held. Mr. Greer stated year-to-date occupancy is at 97 percent.  

**Mrs. Horan made a motion to accept the Cash Report ending October 31, 2011 and the Financial Report ending September 30, 2011, as distributed and supported by Mr. Simons. Voice votes held and motion carried.**
- C. Accounts Payable/Pre-Pays – These items were discussed and approved earlier today as follows: **11/04/11 - \$200,227.11; and 11/17/11 - \$230,497.93 for a total of \$430,725.04.**  

**Mrs. Horan made a motion to approve bills as presented in November for payment. Mr. Simons supported the motion. Roll call vote was taken – Fred Rogers (YES), Mary Horan (YES), and Fred Simons (YES). Roll call vote passed.**
- D. Budget Review for 2012: Mr. Greer revised the budget for 2012 as discussed at the October board meeting. Mr. Greer has adjusted the increased costs for health insurance and that the deductibles were raised. Discussion held and questions were answered.

E. Defined Benefit Plan: Mr. Greer mentioned he has spoken to Eric from Plante & Moran and it was suggested that we increase it to a maximum contribution. Mr. Greer is proposing \$67,673 to offset the unfunded amount. Discussion held.

**Mr. Simons made a motion to authorize Mr. Greer to pay \$67,673 for the Defined Benefit Plan to offset unfunded amount. Mrs. Horan supported motion. Roll call vote taken: Fred Rogers (YES), Fred Simons (YES), Mary Horan (YES). Roll call voted passed.**

9. **UNFINISHED BUSINESS: None**

10. **NEW BUSINESS**: Mrs. Bailey received a request from Sue Engle to attend a board meeting of the Friendship Centers of Emmet County and share about our Fund.

11. **COMMUNICATIONS** – Mrs. Bailey received a thank you from Pat Frisbey regarding her tenure on the Board.

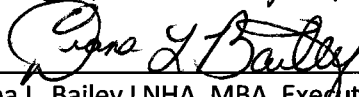
12. **ADJOURNMENT** – Mr. Simons made a motion to adjourn meeting. Mrs. Horan supported motion to adjourn the meeting at 12:10 p.m.

13. **NEXT MEETING** – The next regular scheduled meeting is for Thursday, December 22, 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 December 27, 2011.

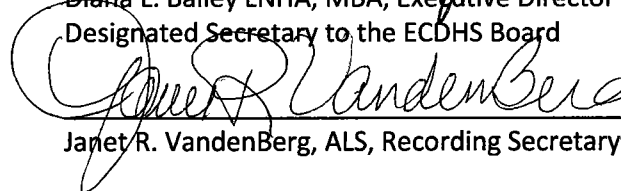
12-22-11  
Date

  
Fred Rogers, ECDHS Board Chairperson

12-22-11  
Date

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

12/22/11  
Date

  
Janet R. Vandenberg, ALS, Recording Secretary

pc: Fred Rogers, Mary Horan, Fred Simons, Kathy Abbott, M.C. (Toni) Adams, Paul Hramiec, Gail Martin, Marilyn May, and Noreen Strange