

**Emmet County Department of Human Services
Board Meeting Minutes
October 20, 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
Linda Lansbach, RN, Assistant 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 welcomed Mr. Fred Simons to the board and asked that he tell the board members about himself. Mr. Rogers than asked for a motion to approve agenda that was provided.
Mrs. Horan made a motion and seconded by Mr. Simons, to approve the 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 September 15, 2011. Discussion held.
Mrs. Horan made a motion to accept the meeting minutes of September 15, 2011, as distributed and supported by Mr. Rogers. Voice votes taken and motion carried.

5. **PUBLIC COMMENT:** None

6. **SCHEDULED APPEARANCE(S):** Linda Lansbach, RN, Assistant Director of Clinical Services & Infection Control Preventionist was present. Ms. Lansbach distributed a report to the Board and explained the various points. Points discussed included: Urinary Tract Infections, Continual training for new and continuing staff, Influenza Shots available for residents and staff and the current numbers of those getting shots or refusing shots. She also touched on the Infection Control Committee, Employee Health – Reporting Symptoms, etc. Discussion held and questions were answered.

7. **ELECTION OF OFFICERS:** Mr. Rogers, current Board chair, mentioned when we have a new board member, we are required by law to have election of officers. Discussion held as to nominations and names for the various seats. The following officers for 2011-2012 will be: **Fred Rogers, Board chair; Fred Simons, Board Vice-Chair and Mary Horan, Board Member.**
8. **EXECUTIVE DIRECTOR'S REPORT:**
- A. **Contract(s):** Mrs. Bailey reviewed In-Home Hearing Solutions and Northern Michigan Regional Hospital Laboratory Services.
- o **In-Home Hearing Solutions:** Mrs. Bailey mentioned this is a new contract for testing residents' hearing, hearing aid cleaning and repairs. Kathy Abbott has reviewed and approved. Discussion held.
Mrs. Horan made a motion to authorize chair to sign the In Home Hearing Solutions contract and supported by Mr. Simons. Roll call vote taken: Fred Rogers (YES), Fred Simons (YES), and Mary Horan (YES). Roll call vote passed.
 - o **NMRH Laboratory Services:** Mrs. Bailey explained this is a new contact for Lab Services, and would replace the current contract with Detroit Bio-Med. Kathy Abbott has also reviewed and made some changes. Discussion held and Mrs. Bailey indicating there are possibly other changes once we have met again with NMRH Lab personnel. Mrs. Bailey also mentioned the multiple issues we had with lab work done by Detroit Bio-Med. She also stated the current contract with Detroit Bio has a 30-day clause.
Mr. Simons made a motion to authorize chair to sign, subject to final review by the administrator and civil counsel, the NMRH Lab contract for the Facility, and supported by Mrs. Horan. Roll call vote taken: Fred Rogers (YES), Fred Simons (YES), and Mary Horan (YES). Roll call vote passed.
- B. **Brochure:** Mrs. Bailey reviewed with the Board the new brochure that is being put together and wants to include some information regarding the Bay Bluffs DHS Board. This would be an informational tool and requests that the board e-mail suggestions to her.
- C. **County Building & Grounds Committee:** There are no county funds available however we have access to our millage dollars that are still available. Mrs. Bailey mentioned that since this would be county property, the county would be the one who selects the architect and contractor. Kathy Abbott mentioned that the county board approved the motion last Thursday, that we would use the firm, AECOM, which the County has on retainer. Mrs. Bailey indicated the garage would house MDOT vehicles, additional storage and have the capabilities of washing the vehicles, etc. Discussion held and this construction would not encompass property designated for future construction.
- D. **Washington DC trip:** Mrs. Bailey thanked the board for allowing her to attend this conference. She stated it was a phenomenal experience and that there were over ten thousand in attendance. We had a Michigan night and saw many familiar faces. We are reviewing the possibility of joining Leading Age. It is a consulting group involved with non-profit based health care for the State of Michigan and internationally. Mrs. Bailey reviewed the programs she attended.
- E. **Abuse Prevention Policy:** Mrs. Bailey thanked Kathy Abbott for doing such a diligent job on condensing multiple policies into one and encompassing the Elder Justice Act, the Michigan Department of Licensing and Regulatory Affairs (MDLRA) requirements, etc. However there

are some upcoming changes already coming down the pike that were explained in Washington D.C. Kathy Abbott explained to the Board that it is a long policy and is the result of putting three policies together and trying to cover everything when requirements change we can make the adjustments to one policy. The goal was for staff to be able to read one policy than compare multiple policies side by side.

- F. Plante & Moran Proposal: This proposal offers the MCMCFC group a Strategic Plan for the MCF group as a whole. The plan would be very beneficial for the group as well as for our Board. The outcomes will be incorporated into our Strategic Plan to assist us in strategizing for the future. The estimated cost would be Two Thousand Dollars (\$2,000), a onetime fee, per Facility. Eric Conway was at the program in Washington D.C.

Mrs. Horan made a motion to authorize Chair to sign contract through the MCMCFC with Plante & Moran, not to exceed Two Thousand Dollars (\$2,000) and was supported by Mr. Simons. Roll call vote taken: Fred Rogers (YES), Fred Simons (YES), Mary Horan (YES). Roll call vote passed.

- G. Litowich Firm Transition: Mrs. Bailey informed the Board that the Nantz, Litowich, Smith & Girard law firm is no longer in existence. Leo Litowich has retired. We have also utilized Grant Pecor and Steve Girard, and both are now with the law firm, Clark Hill, in Grand Rapids. Clark Hill has seven offices, including four in Michigan. Steve Girard will be staying involved with MCMCFC as the attorney.

8. REPORT of DIRECTOR OF FINANCIAL SERVICES:

- A. Cash Report - Mr. Greer distributed copies and explained the Cash Report ending **September 30, 2011**. Discussion held.
- B. Financial Report – Mr. Greer distributed copies, and reviewed the Financial Report that ended **August 31, 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 September 30, 2011 and the Financial Report August 31, 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: **10/06/11 - \$144,505.28; and 10/20/11 - \$292,398.76 for a total of \$436,904.04.**

Mrs. Horan made a motion to approve bills as presented in September 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.

Mr. Greer shared with the attorney who came up and reviewed the accounts receivable and indicated that he recommended new letters and that we have two contracts for new residents (one for Medicaid / Medicare residents and one for private pay residents). Once the payer source changes we need to do a new contract. Medicare cuts in the RUGS category will take place October 1st at about eleven percent, but won't affect us that much. Then Mr. Greer shared with the Board about the QAS provider tax.

- D. Optimus Renewal Contract: Mr. Greer stated we have a renewal contract for Optimus fees they charge us for services, support, and maintenance. Kathy Abbott has been given a copy. The cost has decreased and will save us about Four Thousand Dollars annually. Current contract expires at end of November.

Mrs. Horan made a motion to authorize chair to sign the Optimus contract renewal and was supported by Mr. Simons. Roll call vote taken: Fred Rogers (YES), Fred Simons (YES), and Mary Horan (YES). Roll call vote passed.

- E. Budget Review for 2012: Mr. Greer distributed copies of the proposed budget for 2012. State sets our Medicaid rate, Medicare averages about \$350 per day, and our private pay rate as of October 1, 2011 is set at \$243 per day. Medical Director's pay went from \$15,600 to \$16,500 for next year. Discussion held. Mr. Greer will incorporate changes and then it can be approved in November.

9. **UNFINISHED BUSINESS: None**

10. **NEW BUSINESS: None**

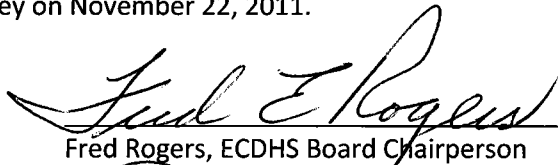
11. **COMMUNICATIONS –**

- Mrs. Bailey mentioned she met with Rachel Brougham with the Petoskey News Review who is doing a long term care article in November in the paper.
- Senior Millage contract for 2011 was for \$11,400.


12. **ADJOURNMENT** – Mr. Simons made a motion to adjourn meeting. Mrs. Horan supported motion to adjourn the meeting at 12:30 p.m.

13. **NEXT MEETING** – The next regular scheduled meeting is for Thursday, November 17, 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 Petoskey on November 22, 2011.

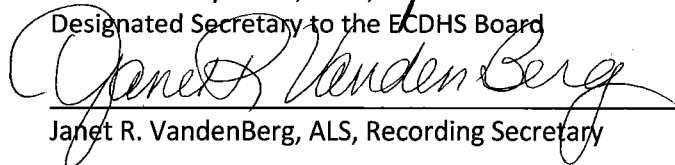
11-17-11
Date


Fred Rogers, ECDHS Board Chairperson

11-17-11
Date


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

11/17/11
Date


Janet R. Vandenberg, ALS, Recording Secretary

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