

**Emmet County Department of Human Services  
Board Meeting Minutes  
October 21, 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  
Julie McAtte, Acting Recording Secretary  
Scott Pearson, Director of Plant Operations

**Staff Members absent:** None

**Others present:** Leroy Gregory, Board Liaison/County Commissioner  
Kathy Abbott, Esq., Civil Counsel  
Arthur J. Massey  
Mike Bobrowski

Mr. Rogers, board chairperson called the meeting to order at 10 a.m. Mr. Rogers then welcomed Mr. Massey to the Board Meeting and asked him if he wanted a closed session. Mr. Rogers explained what takes place in a closed session and what happens with the closed meeting minutes. Mr. Massey requested a closed meeting per letter that was sent from the ECDHS Board.

**Mrs. Frisbey moved that the ECDHS Board meet in closed session to consider the dismissal of Arthur J. Massey under the Problem Solving Procedures in the Employee Handbook because Mr. Massey has requested a closed hearing. Mrs. Horan seconded motion. Roll call vote taken: Fred Rogers (YES), Mary Horan (YES), Patricia Frisbey (YES) and vote passed.**

The ECDHS Board went into closed session at 10:10 a.m.

The ECDHS Board came back into open session at 11:15 a.m. The Board will take a five minute break.

The Board reconvened at 11:20 a.m. and Mr. Rogers called the meeting to order.

**PUBLIC COMMENT:** None

**I. APPROVAL OF MINUTES:**

Mr. Rogers asked if there was any discussion needed to the corrected meeting minutes of September 16, 2010.

**Mrs. Frisbey made a motion to accept the minutes of the September meeting as distributed, and supported by Mrs. Horan. Voice votes taken and motion carried.**

**II. MIKE BOBROWSKI – Air & Energy: Bay Bluffs Energy Evaluation**

Scott Pearson introduced Mike Bobrowski, owner of Air & Energy, who completed an energy evaluation on Bay Bluffs. A review of the "Emmet County Bay Bluffs Medical Care Facility Energy Evaluation" took place. The information gathered was based on facility specific and industry

computer based simulations. They utilize a Carrier EP 20 Program and take all of the walls, windows and doors and simulate it annually and typical weather patterns for this area. Discussion was held regarding the cost saving opportunities available to the organization.

### III. EXECUTIVE DIRECTOR: DIANA L. BAILEY

#### A. Contracts –

1. Old Town Optical – Mrs. Bailey stated this is an agreement with Dr. Nathan Baas who purchased Old Town Optical from Dr. Pulk and is now seeing our residents by doing vision tests, adjusting glasses, etc.

**Mrs. Horan made a motion to accept and authorize chair to sign the Old Town Optical Agreement with Dr. Baas as presented and supported by Mrs. Frisbey. Voice votes taken and motion carried.**

2. Optimus (HITECH Agreement) – Mrs. Bailey stated we have this update to keep us in compliance with the protected information. Kathy has reviewed documentation.

**Mrs. Horan made a motion to authorize chair to sign the Optimus (HITECH) Agreement and was supported by Mrs. Frisbey. Voice votes taken and motion carried.**

- B. Policy for Contractors – Mrs. Bailey informed the Board that this is a new policy for all contractors working in and around building and what is expect of them while on the Facility property. There is an attachment which is signed by all contractors once they receive and read a copy of our policy. Kathy Abbott prepared the policy and attachment for signing.

**Mrs. Horan made a motion to approve the policy and authorize chair to sign and the agreement for contractors to sign that are working in the Facility and was supported by Mrs. Frisbey. Voice votes taken and motion passed.**

- C. MDS 3.0 – Mrs. Bailey mentioned last month she explained to the Board that we were going from 2.0 to 3.0 which have been very challenging. CMS is having difficulties which in-turn causes issues with our system. Discussion held.

### IV. DIRECTOR OF FINANCIAL SERVICES –

- A. Cash Report - Mr. Greer distributed copies of the Cash Report ending **September 30, 2010**. Mr. Greer reviewed with the board and discussion held.

- B. Financial Report – Mr. Greer distributed copies of the Financial Report ending **August 31, 2010**. Discussion held and questions answered.

**Mrs. Horan made a motion to accept the Cash Report ending September 30, 2010 and the Financial Report ending August 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 – **10/06/10 - \$38,464.67; 10/12/10 - \$870.00; and 10/21/10 - \$468,934.03 for a total of \$508,268.70.**

**Mrs. Horan made a motion to approve bills for September as presented 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. Certificate of Deposit (CD) – Mr. Greer mentioned this was one of the two CDs we inherited from the Opal Boettger Estate in 2009 which one matured this summer and this one matures on October 24, 2010 and based on the requirements of the CD we have seven days to cash it or keep as is. We prefer to take control of this and cash it in with accrued

interest and a letter is required for the board chair to sign to allow Mr. Greer to cash CD. Value is approximately \$163,000.

**Mrs. Horan made a motion to authorize chair to sign letter to allow Mr. Greer to cash second CD and was supported by Mrs. Frisbey. Roll call vote taken: Fred Rogers (YES), Mary Horan (YES), Patricia Frisbey (YES). Vote Passed.**

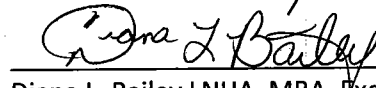
- V. **OLD BUSINESS: None**
- VI. **NEW BUSINESS:** Mr. Greer mentioned about changing vendors for unemployment matters to obtain better representation. Further discussion on this to be held at the November.
- VII. **NEWSPAPER ARTICLES / LETTERS** – Mrs. Bailey mentioned the news release in the Petoskey News review about the tree planting in memory of Jerry Joneson (worked for DHS for years). Mrs. Bailey also mentioned the article in the Harbor Light paper regarding the Estate of Opal Boettger. Thank you letter from a family was included in packet.
- VIII. **SPECIAL BOARD MEETING** – Mr. Rogers is requesting that the Board receive documentation from employees regarding Mr. Massey’s disposition, remarks, etc. and that they will review these concerns in a special meeting and make our decision to his request. Mr. Massey will be notified of this meeting. Kathy Abbott apprised the board of what will need to be done.
- IX. **ADJOURNMENT** – Mr. Rogers entertained a motion to adjourn meeting. Mrs. Frisbey supported motion to adjourn the meeting at 12:30 p.m.
- X. **NEXT MEETING** – The next regular scheduled meeting is for Thursday, November 18, 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 November 23, 2010.

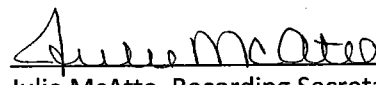
11-18-10  
Date

11-18-10  
Date

11/19/10  
Date

  
Fred Rogers, ECDHS Board Chairperson

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

  
Julie McAtte, Recording Secretary

pc: Fred Rogers, Mary Horan, Patricia Frisbey, Kathy Abbott, Leroy Gregory, Toni Wiltse, Gail Martin, Marilyn May, Noreen Strange, and Jack Jones