

**Emmet County Department of Human Services
Board Meeting Minutes
September 15, 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
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, Recording Secretary

 - Staff Members absent:** None

 - Others present:** Paul Hramiec, County Commissioner / Board Liaison

 - Others Absent:** Kathy Abbott, Esq., Civil Counsel

3. **APPROVAL OF AGENDA:** Mr. Rogers ask for a motion to approve agenda that was provided.
Mrs. Horan made a motion and seconded by Mrs. Frisbey, 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 August 25, 2011. Discussion held.

Mrs. Frisbey made a motion to accept the meeting minutes of August 25, 2011, as distributed and supported by Mrs. Horan. Voice votes taken and motion carried.

5. **PUBLIC COMMENT:** None

6. **SCHEDULED APPEARANCE(S):** None. Mrs. Bailey asked the board to think about which department manager they would like to give an overview of the department they oversee.

7. **EXECUTIVE DIRECTOR'S REPORT:**
 - A. Pig Roast: Mrs. Bailey apologized for not inviting the board to the pig roast. Mrs. Bailey mentioned she was at a MCF meeting and did not feel comfortable inviting the board when she was not present. Discussion held as to cost involved, space, tents, supplies, funding possibilities, etc. and the issue will be re-addressed in the future to determine if future programs should be opened to the public.
 - B. Contract(s): Mrs. Bailey mentioned included in the packets were a Contract with Northern Fire & Safety, and AT & T.

- Northern Fire & Safety: Mrs. Bailey mentioned this is a renewal contract with Northern Fire & Safety. Discussion held and Kathy Abbott has reviewed.
Mrs. Horan made a motion to authorize chair to sign the Northern Fire & Safety contract and supported by Mrs. Frisbey. Roll call vote taken: Fred Rogers (YES), Mary Horan (YES), and Patricia Frisbey (YES). Roll call vote passed.
- AT & T Contract: Mrs. Bailey explained this is a renewal contact for a three year period, which covers our phone lines, cell phones, and internet access. Kathy Abbott has also reviewed. Discussion held and Mrs. Bailey indicating with bundling services we should be saving \$350 per month.
Mrs. Horan made a motion to authorize chair to sign the AT & T contract for phone service for Facility and supported by Mrs. Frisbey. Roll call vote taken: Fred Rogers (YES), Mary Horan (YES), and Patricia Frisbey (YES). Roll call vote passed.
- C. Annual Survey (Review): Mrs. Bailey stated that Bob Brie, surveyor from the State was back recently to do a review on the three minor citations received. Discussion held. Mrs. Bailey stated we have been cleared, but needed to notify the board that the plan of correction in dietary was not followed through completely, and she had to discharge the dietary manager because of this.
- D. Review of Joint Provider Training – Mrs. Bailey stated Patty McClees, RN, CDON, Director of Clinical Services and she attended the Joint Provider Training with Mike Pemble who is in charge of all licensing officers. Breakout sessions included clarification on DPOA vs. Guardianships; facility reported incidents and wound care. Further discussion held.

8. REPORT of DIRECTOR OF FINANCIAL SERVICES:

- A. Cash Report - Mr. Greer distributed copies and explained the Cash Report ending **August 31, 2011**. Discussion held.
- B. Financial Report – Mr. Greer distributed copies and reviewed the Financial Report ending **July 30, 2011**. Discussion held. Mr. Greer stated occupancy is at 96 percent.
Mrs. Horan made a motion to accept the Cash Report ending August 31, 2011 and the Financial Report July 31, 2011, 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 today as follows – **09/02/11 - \$28,880.12; and 9/15/11 - \$271,854.40 for a total of \$300,734.52.**
Mrs. Horan made a motion to approve bills as presented in September 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. Accounts Receivable Audit Review: Mr. Greer stated the attorney came to the Facility on September 7th and met with staff members (Diana, Sherry Becker, Mary Hemstreet & Mike Greer) on September 7th. Mr. Greer stated a new letter will be sent out to those past or current financially responsible persons of outstanding balances for resident care. Mr. Greer stated we have delinquent accounts totally between \$250,000 – \$275,000. Mr. Greer indicated he has built in annual professional fees into our budget for things such as this.

9. UNFINISHED BUSINESS: None

10. NEW BUSINESS: None

11. COMMUNICATIONS –

- Mrs. Bailey stated the Fund Board will be selling shirts.
- Mrs. Bailey mentioned that the MDOT contract for the bus is for 2013.
- Mrs. Bailey mentioned that the Fund Dinner is scheduled for May 4, 2012 at the Pier.
- Mrs. Bailey also mentioned there are two open seats on the Fund Board.

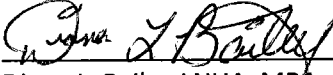
12. ADJOURNMENT – Mrs. Frisbey made a motion to adjourn meeting. Mrs. Horan supported motion to adjourn the meeting at 11:25 a.m.

13. NEXT MEETING – The next regular scheduled meeting is for Thursday, October 20, 2011 with the Finance Meeting at 8:45 a.m. and the Board Meeting at 10 a.m. Joint DHS meeting (all three counties) will be held at 9:30 a.m. in Bellaire at Meadowbrook MCF on October 5, 2011.

10-20-11
Date


Fred Rogers, ECDHS Board Chairperson

10-20-11
Date


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

10-20-11
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