

**Emmet County Department of Human Services
Board Meeting Minutes
September 16, 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
Janet R. Vandenberg, ALS, Executive Assistant

Staff Members absent: None

Others present: Leroy Gregory, Board Liaison/County Commissioner
Kathy Abbott, Esq., Civil Counsel

PUBLIC COMMENT: None

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

I. APPROVAL OF MINUTES:

A. Mr. Rogers asked if there was any discussion needed to the corrected meeting minutes of July 15, 2010.

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

B. Mr. Rogers asked if there was any discussion, corrections, etc. to the meeting minutes of August 19, 2010. Discussion held.

Mrs. Horan made a motion to accept the minutes as distributed for August meeting, and supported by Mrs. Frisbey. Vice votes taken and motion carried.

C. Mrs. Bailey distributed copies of the closed meeting of August 19, 2010 to the Board. Mr. Rogers then asked if there was any discussion, corrections, etc. as distributed.

Mrs. Horan made a motion to accept and approve to form the minutes of the Closed Meeting of August 19, 2010 as distributed and supported by Mrs. Frisbey. Roll call vote taken: Fred Rogers – YES; Mary Horan – YES; and Patricia Frisbey – YES, and roll call vote carried.

II. EXECUTIVE DIRECTOR: DIANA L. BAILEY

A. Contracts –

1. Senior Companion Agreement – Mrs. Bailey stated this is an agreement with Catholic Human Services and we have two gentlemen who come in and visit and do activities with residents.

Mrs. Horan made a motion to accept the Senior Companion Agreement with Catholic Human Services as presented and supported by Mrs. Frisbey. Voice votes taken and motion carried.

2. Northern Michigan Regional Hospital Transfer Agreement – Mrs. Bailey stated this is the Agreement for transferring residents to Northern Michigan Regional Hospital and has been reviewed by Kathy Abbott. Discussion held.

Mrs. Horan made a motion to authorize chair to sign the Northern Michigan Regional Hospital's Transfer Agreement and was supported by Mrs. Frisbey. Voice votes taken and motion carried.

- B. MDS 3.0 Update – Mrs. Bailey informed the Board that MDS is being upgraded from 2.0 to 3.0 and should be effective October 1, 2010. The Federal Government has not authorized the needed financial changes which will create an interim period where we may be over/under paid until financial system is finalized. We have had to add an addition MDS Coordinator to assist with handling the changes. The new system is creating a greater amount of paperwork.
- C. Grants – Mrs. Bailey stated that grants have been written for an **Art Van Grant** for Lift Replacements for our Residents; submitted to the **Community Foundation** for Retractable Awnings for the Patios on Lilac and Trillium Lanes; and that we are researching for grants for two Bladder Scanners at approximately \$10,000 each, and possible therapy hydraulic lift table.
- D. Calendar – The revised calendar was distributed for 2011 and discussion held as to changes in some monthly dates. Mrs. Horan asked who was replacing Mr. Gregory and Kathy Abbott mentioned that would be decided at the January 2011 meeting.
- E. Memorials – We have two trees donated for memorials. One (lilac tree) is for a former resident and then the second one (crimson maple) in memory of Jerry Joneson – a former DHS director. An article on these will be submitted to the papers shortly. Also an article was submitted to the paper on the funds received from the Estate of Agatha "Opal" Boettger.
- F. Flu Shots – Mrs. Bailey mentioned that the flu shots will be in this coming week. She mentioned that all of the board members can get their flu shot at the next meeting, and invited Lyn Johnson, Cynthia Van Allen, etc. from the county to get their shots at the Facility.
- G. Letter Board received – Mrs. Bailey mentioned the letter that was sent to the board members from an employee recently discharged. Discussion held and Kathy Abbott explained to the Board what could and could not be discussed, and that the former employee had to notify the front office if wanting to be put on the agenda. A letter explaining the issues would be sent out.

Mrs. Horan made a motion to authorize Mr. Rogers to sign the letter prepared by Kathy Abbott, legal counsel. Mrs. Frisbey supported motion. Voice votes held and motion carried.

III. **DIRECTOR OF FINANCIAL SERVICES –**

- A. Cash Report - Mr. Greer distributed copies of the Cash Report ending **August 31, 2010**. Mr. Greer reviewed with the board and discussion held.
- B. Financial Report – Mr. Greer distributed copies of the Financial Report ending **July 31, 2010**. Discussion held and questions answered.
- Mrs. Horan made a motion to accept the Cash Report ending August 31, 2010 and the Financial Report ending July 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 – **08/30/10 - \$93,868.72; 9/16/10 - \$198,968.68 for a total of \$292,837.40.**

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.

IV. **OLD BUSINESS:**

V. **NEW BUSINESS:** Mrs. Frisbey mentioned she has heard good comments about the facility.

VI. **NEWSPAPER ARTICLES / LETTERS** – Mrs. Bailey mentioned the news release. Copy of a thank you was in packets.

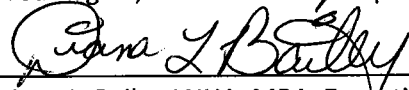
VII. **ADJOURNMENT** – Mr. Rogers entertained a motion to adjourn meeting. Mrs. Frisbey supported motion to adjourn the meeting at 10:55 a.m.

VIII. **NEXT MEETING** – The next regular scheduled meeting is for Thursday, September 16, 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 September 28, 2010.

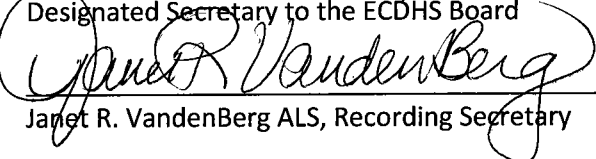
11-2-10
Date


Fred Rogers, ECDHS Board Chairperson

11-2-10
Date


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

11-15-10
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