

**EMMET COUNTY DEPARTMENT OF HUMAN SERVICES BOARD
BOARD MEETING MINUTES
SEPTEMBER 18, 2014**

Fred Simons, Board chair called the meeting to order at 10:02 a.m. at Bay Bluffs – ECMCF in the Conference Room.

Board Members Present: Fred Simons

Mary Horan

Board Member Absent: Marie Wayman

Michael Greer, Chief Financial Officer

Sonja Bosley, Interim Administrator

Kristen Moore, Administrative Assistant

Kathy Abbott, Esq., Civil Counsel

Dannon Whiffeld, Director of Therapy and Rehab

Kelly Raredon, Social Worker

Walter Ochs, Director of Maintenance

Christopher Brandon, Medical Records Director

None

None

Others Absent: Charlie MacInnis, Liaison to Board/County Commissioner
Guest(s)/Others Present: Ryan Bentley, Petoskey News Review

Agenda: Mr. Simons asked if there were any additions to the agenda. There were no additions or changes. **Ms. Horan motioned to accept the agenda. Mr. Simons seconded the motion. Voice votes taken, motion carried.**

Minutes: Ms. Abbott suggested approving the regular meeting minutes separately from the special meeting minutes. The Board concurred. Mr. Simons asked for any changes or additions to the minutes.

Ms. Horan motioned to accept the minutes for the 8/21 meeting and Mr. Simons supported. Voice votes taken and the motion carried.

Ms. Horan motioned to accept the minutes for the 8/26, 8/28, 8/29, 9/4, and 8/8 special meetings. Mr. Simons supported the motion, voice votes taken, and the motion carried.

Public Comment: None

Scheduled Appearance:

1. **Walter Ochs, Director of Maintenance:** Mr. Ochs supervises five full time maintenance and grounds employees. He discussed different projects that are going on around the facility, including a new irrigation system, hand rails, mounting hand sanitizers throughout the building, and garage cleanouts.

2. Christopher Brandon, Medical Records Director: Mr. Brandon supervises two full time Ward Clerks. He discussed a recent purge of old records and taking over the training of new employees on the electronic medical records system.
3. Kelly Raredon, Social Services: Ms. Raredon and another Social Worker split the residents in the building. They monitor cognition, mood and behavior, as well as plan discharges. They also track psychotropic medication use in the building.
4. Damon Whitfield, Director of Therapy and Rehab: Mr. Whitfield works for a company that is contracted out, called Aegis. There is one other full time staff member, as well as two travelling staff. He discussed trying to grow the rehab to home program at the facility.

Administrator's Report:

- o Follow up from the 8/21/14 Meeting:
 - The Plan of Correction for two Facility Reported Incidents was approved by the State of Michigan, effective 8/31/2014.
 - A Recognition Committee has been formed and will brainstorm ideas for recognizing staff achievements.
 - QAPI will be introduced and discussed at the next QA meeting.
 - Electronic Medical Records System will be covered by the Unit Care Coordinators and MDS Coordinators for day to day issues until the Director of Nursing position is filled.
 - A letter to resident families and staff was mailed to inform them of changes at the facility.
- o DON/ADON Coverage will be coordinated by the Unit Care/MDS Coordinators and Education Coordinator on a collaborative basis. They will be rotating on call duties, and day to day operations and staff interviews. Interviews for the permanent DON are being held today.
 - There was an incident that occurred on 9/8/14 that was investigated and reported to the state. The report was sent in on 9/12/14, and we are still waiting for the results.

Turn Over Report: - In August there were ten new hires, including one Administrative Assistant, eight CNAs, and one Maintenance Worker. There were no terminations in the month of August. There were seven resignations, including one Dietary Aide, five CNAs and the ADON. Three resignations were due to relocation, one took a job at the hospital, one left to be a stay at home mom, one had a leave of absence expire, and one quit without notice.

Chief Financial Officer's Report:

- **August 2014 Cash Report:** The cash report for the month ending August 31 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.
- **July 2014 Financial Report:** The financial report for the month ending July 31 was included in packets as well. Mr. Greer reviewed and explained this report to the Board.

Ms. Horan motioned to approve the financial report. Mr. Simons supported. Voice vote taken, motion carries.

- **Payables:**

The September payables presented today were reviewed and approved for the period ending August 21, 2014 as follows:

9/10/14:	\$136,738.46
9/18/14:	<u>\$123,717.22</u>
Total:	\$260,455.68

Ms. Horan motioned to approve and pay the bills as reviewed by the Board. Mr. Simons supported, no further discussion. Roll call votes taken: Fred Simons (YES), Mary Horan (YES), Marie Wayman (ABSENT). Roll call vote passed, motion carries.

Old Business:

- **New Administrator Update**

- The selected candidate had accepted the offer made by the board, but had requested that an announcement be postponed while she gave notice to her current employer. She will start working at the facility on a graduated schedule starting October 15th. She will be full time at the facility on December 1st, and her salary would be prorated to reflect that.
- There will be a meeting on September 24th at 9 a.m. for the board to review and sign the contract.

New Business:

- **None**

Communications: None

Public Comment: None

Announcements: None


Recap & Summary: Mr. Greer and Ms. Abbott will finish the contract revisions, including compensation and benefits package, before the 9/24/14 Special Meeting. Mr. Simons will contact Ms. Wayman to summarize today's meeting and inform her of the Special Meeting.

Adjournment: Meeting adjourned at 11:13 a.m.

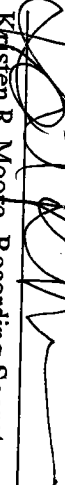
Upcoming Meetings:

- Next Joint Char/Em County DHS Meeting is scheduled for Tuesday, **October 14, 2014** at the Charlevoix County Courthouse.
- Next Emmet County DHS Board Meeting will be **Thursday, October 16**, at Bay Bluffs at 9 a.m. for approving financials and at 10 a.m. for the regular Board Meeting.
- Special Board Meeting for contract signing will be **Wednesday, September 24, 2014** at Bay Bluffs at 9 a.m. in the conference room.

10/16/2014
Date


Fred Simmons, Board Chairperson

10/16/2014
Date


Kristen R. Moore, Recording Secretary

Copies to: Mary Horan, Marie Wayman, Fred Simmons, Kathy Abbott, Charic Macinis, Sonja Bosley, Michael Greer, Gail Martin and Marilyn May.