

**Emmet County Department of Human Services  
Board Meeting Minutes  
May 16, 2013**

**MEETING CALLED TO ORDER:**

Mr. Simons, ECDHS board chairperson, called the meeting to order at 10:05 a.m.

**ROLL CALL:**

**Board Members present:** Fred Simons, Board chairperson  
Mary Horan, Board vice-chairperson  
Marie Wayman, Board member

**Board Member absent:** None

**Staff Members present:** Robert E. Dunn, LNHA, Interim Administrator  
Michael Greer, CPA, Director of Financial Services  
Janet R. VandenBerg, ALS, Recording Secretary

**Staff Members absent:** None

**Others present:** Kathy Abbott, Esq., Civil Counsel  
Charlie MacInnis, County Commissioner / Board Liaison

**Others absent:** None

**APPROVAL OF AGENDA:** Mr. Simons asked if there were any changes / additions to the Agenda.

**Mrs. Horan made a motion and seconded by Mrs. Wayman, to approve the Meeting Agenda as provided. Voice votes taken and motion carried.**

**APPROVAL OF MINUTES:**

- Mr. Simons asked if there was any discussion needed before approving the regular meeting minutes of **April 18, 2013**, and the Special Board Sessions for **May 2, 2013** and **May 6, 2012**. as provided.

**Mrs. Horan made a motion to accept the April 18 meeting minutes and was seconded by Mrs. Wayman. Voice votes taken and motion carried.**

**Mrs. Horan made a motion to accept the Special Board Meeting Minutes for May 2, 2013, and was seconded by Mrs. Wayman. Voice votes taken and motion carried.**

**Mrs. Horan made a motion to approve the Special Board Meeting Minutes of May 6, 2013, as corrected, and supported by Mrs. Wayman. Voice votes taken and motion carried.**

**PUBLIC COMMENT:** None

## **INTERIM ADMINISTRATOR:**

- **CONTRACTS:**

- Health Department NW Michigan (Hospice) Contract: An Individual Resident Contract with Business Associate Addendum needs signing by ECDHS Chair. All contracts with this organization will be on a one by one basis due to several issues with administration. Mr. Simons asked for a motion to approve this individual Hospice contract.

**Mrs. Wayman made a motion to authorize chair to sign Individual Hospice Contract with Health Department of NW Michigan and was supported by Mrs. Horan. Voice votes taken and motion carried.**

- MobileX USA Contract: Mr. Simons asked if there was any discussion to this X-Ray services contract and Business Associate Agreement, and if not asking for a motion to approve.

**Mrs. Horan made a motion to authorize chair to sign the MobileX contract & Business Associate Agreement, and was seconded by Mrs. Wayman. Voice votes taken and motion carried.**

- STATE ISSUES W/LARA: Mr. Dunn supplies DHS Board members with copies of enclosures he received. Mr. Dunn congratulated Patty McClees for her hard work in replies and documents sent to the State. Discussion held.
- GRANT WRITER: Mr. Dunn shared with the Board the e-mail he sent to Amber Holt, our grant writer. Discussion held.
- GENERATOR REPORT: Mr. Dunn shared with the Board the Harbor Springs Generator Report. Discussion held.
- HIT AND RUN ALLEGED INCIDENT: Mr. Dunn shared with the board documentation he received in regards to the alleged hit and run incident that supposedly took place. Discussion held.
- MISCELLANEOUS: The Board requested that we add to the next Board Agenda the following: (1) Travis, Johnecheck, RN (Admission Coordinator), and (2) Bay Bluffs – ECMCF Fund Board. Mr. Greer agreed to e-mail to the Board members current bylaws. Future Agendas and all Board Minutes of the Fund Board will be sent to the DHS Board Members, and (3) Add an Agenda item - Questions and Answers Board has from Finance Meeting.

## **DIRECTOR OF FINANCIAL SERVICES REPORT:**

- Cash Report - Mr. Greer had distributed copies and reviewed with the Board the Cash Report ending **April 30, 2013**. Discussion held.
- Financial Report – Mr. Greer had distributed copies and reviewed the Financial Report with the Board ending **March 31, 2013**. Discussion held.

**Mrs. Horan made a motion to accept the Cash Report ending April 30, 2013, and the Financial Report ending March 31, 2013, as distributed and supported by Mrs. Wayman. Voice votes taken and motion carried.**

- Accounts Payable/Pre-Pays – These items were discussed and approved earlier today as follows: **5/3/13 - \$177,598.32 and 5/16/13 - \$184,749.76 for a total of \$362,348.08.**

**Mrs. Horan made a motion to approve bills reviewed by Finance Committee and approved by the DHS Board as presented in May for payment. Mr. Simons supported the motion. Roll call vote was taken – Fred Simons (YES), Mary Horan (YES), and Marie Wayman (YES). Roll call vote passed.**

**UNFINISHED BUSINESS:**

**NEW BUSINESS:** Discussion of the roles and relationships among DHS Board Members and with the Administrator. Kathy Abbott distributed a handout entitled “Responsibilities Regarding Administration of County Medical Care Facility”, explaining the statutory responsibilities / duties of the DHS Board Members, the Administrator, the Director of Nursing, the Financial Officer, and the County Prosecuting Attorney. Ethical standards, professionalism, keeping an open mind and sharing among all board members are very important. This documentation was prepared by Kathy Abbott, Emmet County Civil Counsel and is dated May, 2013. Further discussion held.

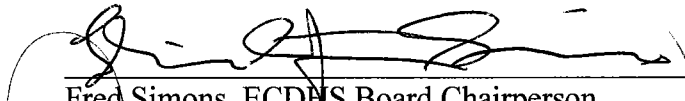
**COMMUNICATIONS:** None

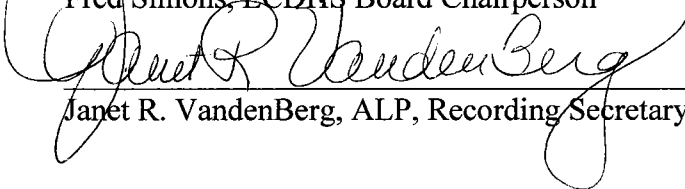
**ADJOURNMENT** – Mr. Simons entertained a motion to adjourn. Mrs. Horan supported motion to adjourn the meeting at 11:50 a.m.

**NEXT MEETING** – The next regular scheduled meeting is for **Thursday, June 20, 2013** with the Finance Meeting at 9 a.m. and the Board Meeting at 10 a.m. Joint DHS meeting will be held at 10 a.m. in **East Jordan @ Grandvue on Wednesday, June 19, 2013**, followed by a trip to Traverse City to the Court House for a presentation.

20 June 2013  
Date

6/20/13  
Date

  
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Fred Simons, ECDNS Board Chairperson

  
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Janet R. Vandenberg, ALP, Recording Secretary

pc: Mary Horan, Fred Simons, Marie Wayman, Kathy Abbott, Charlie MacInnis, M.C. (Toni) Adams, Gail Martin, Marilyn May, and Noreen Strange