

EMMET COUNTY DEPARTMENT OF HUMAN SERVICES BOARD

BOARD MEETING MINUTES

February 20, 2014

Fred Simons called the meeting to order at 10:10 a.m. at the Emmet County Building Conference Room.

- Board Members Present:** Fred Simons
Mary Horan
Marie Wayman
- Board Member Absent:** none
- Staff Present:** Karen Laseck, Administrator
Michael Greer, Chief Financial Officer
- Staff Absent:** Janet VandenBerg, Administrative Assistant
- Others Present:** Kathleen Abbott, Esq., Civil Counsel
Charlie MacInnis, Liaison to Board/County Commissioner
- Guest(s):** None

Agenda: Mr. Simons asked if there were any additions / comments to the Agenda provided for today's meeting.

Mrs. Wayman made a motion to accept the Agenda as submitted, amended and was supported by Mrs. Horan. Voice votes taken and motion carried.

Minutes: Mr. Simons asked if there were any additions and/or corrections to the revised minutes of the January 23, 2014, Board Meeting distributed in the packets.

Mrs. Wayman made a motion to approve the minutes of the January 23, 2014, meeting. Mrs. Horan supported the motion. Voice votes taken and motion carried.

Public Comment: Allied Ambulance Funding Proposal. Charlie MacInnis gave an updated report regarding the proposed millage, newspaper articles, locations, etc. He distributed copies to be discussed. Discussion held. Charlie MacInnis will attend the Harbor Springs Commission Meeting.

Scheduled Appearances: none

Administrator:

- Title VI Plan approved by MDOT: Ms. Laseck reported that MDOT has approved the Title VI Plan for our Facility. Ms. Laseck mentioned she needs a resolution vote from the Board supporting the resolution. There is an accompanying policy to this Plan regarding Service Animals. She updated the Board on the policy and also needs to be adopted by the Board. Training was accomplished with all staff.

- Title VI Plan -

Mrs. Horan made a motion to approve the Title VI Plan and supported by Mrs. Wayman. Voice votes taken. Motion carried.

- Policy Regarding Service Animals –
Mrs. Wayman made a motion to approve the Service Animal policy regarding our buses and was supported by Mrs. Horan. Voice votes taken and motion carried.
- Administrator’s Month to Month Priorities Report: Ms. Laseck gave her report to the Board.
 - SDS Update – This project is complete per Karen Laseck. The Safety Data Sheets are updated regularly and originals are placed in the SDS Books at the Main Nurses’ Station.
 - On-Shift Training – Mr. Greer will update during his section.
 - ECS Update – Ms. Laseck gave an updated report. We are live with this program and have received a very positive response. We also had an interface with our therapy program and that has gone very well. Mr. Greer and Shiela Kruskie, ADON, have to be commended for doing an excellent job in bringing this to a live status for the staff to utilize and work from.
 - Website – Ms. Laseck mentioned she is working with Jodie from Gaslight Media to get this up and running and making progress. She has been collecting bios, dietary menus, photos, activity calendars, etc. to make it a very positive marketing tool for the Facility. We are very close to going live with the new website. Discussion held.
 - Quest Diagnostic Lab – Ms. Laseck mentioned that the go-live date is March 24, 2014. We currently use McLaren Northern Michigan but due to problems with lack of service at the hospital we are switching to Quest. The equipment is in place with all the electronics. All lab work is drawn by their phlebotomist and sent out for tests and reporting back to Facility. Discussion held.
 - Vital Care Hospice Services – This is a renewal contract and changes Kathy Abbott recommended were made. Liability insurance has been provided. Contract is in place.
 - Mobile Medical Support – Ms. Laseck mentioned that Dr. Baas (Old Town Optical) and Dr. Richmond (Podiatrist) have both resigned due to issues with increased paperwork with healthcare laws and less reimbursement. She attempted to find another service that would handle optometry, dental, podiatry and hearing. In-Home Hearing who did service our residents in the past has merged with Mobile Medical and they offer all four services in-house. An agreement is in place but she does not have a go live date as of yet. Discussion held.
Mrs. Wayman made a motion to approve the Mobile Medical Support Contract. Mrs. Horan supported the motion. Voice votes, motion carried.
 - Laundry Services – Ms. Laseck mentioned to the Board issues she was informed about regarding laundry services that were farmed out by McLaren – Northern Michigan to the prison in the Upper Peninsula. A recent contract that was approved by the Board for McLaren – Northern Michigan showed a drastic increase in cost to us. A thirty-day notice was given on February 19, 2014, to McLaren – Northern Michigan to cancel laundry service with them. Ms. Laseck met with Valley City Linen Service and they will honor the prices given in a two-

year old proposal that was given to Mrs. Bailey. Kathy Abbott made comments regarding the previous contract. Discussion held. Valley City Linen will start serving our Facility on March 10, 2014.

- Physician Services – Ms. Laseck brought to the Board’s attention that Dr. Orr is resigning as a physician with Bay Bluffs effective March 14, 2014. The nurse practitioner will also be leaving. Dr. Blanchard and Dr. Jackson will be the physicians for the residents at the Facility. They will be bringing on a nurse practitioner around June.
- Newsletter – Ms. Laseck mentioned to the Board that she took Marie’s suggestion and ran with it. Ted Monroe put the newsletter together and Karen reviewed it. The newsletter will be resident focused and ready for distribution March 1st.
- Illness Report – Ms. Laseck mentioned that we do not really know what we are dealing with. Some of the residents were shown via x-ray that they had pneumonia. Staff members have been out with various illnesses. We do not know what type of organisms we are dealing with. She didn’t have an exact count but Barb Fate, Infection Preventionist – Educator has been keeping her abreast of new cases, etc. Karen discussed issues she has been involved with, and summarized for the Board.
- Employee Appraisal Form – Karen Laseck explained to the Board that she sent an e-mail the day of the last meeting and will find it and resend.
- Orientation Program – Karen Laseck mentioned that Barb Fate is the Infection Preventionist – Educator. She indicated that Barb’s time has been consumed due to the illnesses. They have met and set some timeframes and will be getting back on board in the near future.
- Turnover Report: Ms. Laseck mentioned we had a total of three who quit with explanation. Two positions were termed due to performance. Two new individuals were hired (one nurse and one CNA). Discussion held.
- Conference Attendance Information: Ms. Laseck mentioned she is attending an Emergency Preparedness Conference with her Maintenance Director and Infection Preventionist – Educator this coming week. She will also attend an American College of Healthcare Administrators later next week.
Mr. Simons asked if she would be attending the MCMCFC / Leading Age - Legislative Conference and if she was attending. Discussion held.

Chief Financial Officer:

- Cash Report: Mr. Greer distributed in the packets the Cash Report ending January 31, 2014. Discussion held.
- Financial Report: Mr. Greer distributed in the packets the Financial Report ending December 31, 2013. Mr. Greer reviewed this report with the Board.
Mrs. Horan made a motion to accept the Cash report ending January 31, 2014, and Financial Report ending December 31, 2013, and supported by Mrs. Wayman. Voice votes taken, motion carried.
- OnShift Program: Mr. Greer mentioned we have finished the beginning of our training with them. Discussion held. We have a new nursing scheduler starting. Dietary Department needs to hours tweaked some and we will be looking at this.

- ECS Training: Mr. Greer mentioned the response time in answering concerns is phenomenal. Response from staff is very positive.
- February Payables: The February payables were reviewed and approved earlier today for the period ending February 20, 2014, during the Financial Meeting.

02/10/14	\$ 37,368.96
02/20/14	<u>\$206,222.48</u>
Total	\$243,591.44

Mrs. Horan made a motion to approve / pay bills reviewed by the Board at Finance Meeting earlier today and supported by Mrs. Wayman. Roll call votes taken: Fred Simons (YES), Marie Wayman (YES), and Mary Horan (YES). Roll call vote passed.

- Mr. Simons had asked about one invoice which was for mugs. Response was these were for marketing purposes. They are white mugs with blue imprint of the Bay Bluffs logo. Another question was regarding Amazon purchases. Mr. Greer answered that concern that one of the items was a printer and the other was for a projection screen.

Unfinished Business: Board follow-up with employees / visitors concerns. Mrs. Wayman explained the work session held. An agenda was set-up and addressed the public issues addressed and how they can hold other sessions in the future. They reviewed Board rules, County Rules of Procedures, the Board Agenda issues, the six-month Administrator’s review, and family and employee concerns. The Board made an observation for the first portion of this year what we want to focus on with a better relationship with the Bay Bluffs’ leadership, and a closer communication with the County Board of Commissioners. A written report was distributed and a verbal report was also given. Discussion held. As a board we felt that either the Board or Chairperson would give a short report of what they discussed to resolve the issues addressed. Mr. Simons will do a draft and forward to the Mary and Marie. Concerns addressed of the Board Agenda were held. Discussion held as to the Agenda and Kathy Abbott explained the rules and timeline. Mr. Simons made some comments and would like to propose a work session with the Board to address certain issues. He will submit to Kathy Abbott items to be reviewed.

New Business: MCSSA Legislative Conference. Mary Horan mentioned she had reserved a room and Marie Wayman hasn’t done anything to date. Marie Wayman and Fred Simons will make their own room reservations. Conference registrations will be done and submitted to Mike to submit registrations for this conference. Board members will have to take a copy of the tax exempt status with them. Karen Laseck mentioned she will be going to the MAC Legislative Conference on March 24, 25, 26, 2014.

Communication: None

Public Comment: None


Recap: Response to presenters.

Meeting Adjourned: Mr. Simons entertained a motion to adjourn at 12:45 p.m.

Upcoming Meetings: The next ECDHS Financial meeting will be held at 9 a.m. and regular ECDHS Board Meeting at 10 a.m. at Bay Bluffs on Thursday, March 20, 2014. Charlevoix – Emmet County DHS Meeting will be held, March 20, 2014, at 1:30 p.m. in Petoskey.

20 March 2014
Date

3/20/14
Date



Fred Simons, ECDHS Board Chair



Janet R. Vandenberg, ALP, Administrative Assistant

Copies: Karen Laseck, Mike Greer, Kathy Abbott, Charlie MacInnis, Fred Simons, Mary Horan, Marie Wayman, Pat Simmons, Gail Martin, Marilyn May.