

EMMET COUNTY DEPARTMENT OF HUMAN SERVICES BOARD
BOARD MEETING MINUTES

January 23, 2014

Fred Simons called the meeting to order at 10:05 a.m.

Board Members Present: Fred Simons
Mary Horan
Marie Wayman

Board Member Absent: none

Staff Present: Karen Laseck, Administrator
Michael Greer, Chief Financial Officer
Janet VandenBerg, Administrative Assistant

Others Present: Kathleen Abbott, Esq., Civil Counsel

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 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 November 21, 2013, Board Meeting distributed in the packets.

Mrs. Wayman made a motion to approve the revised minutes of the November 21, 2013, meeting. Mrs. Horan supported the motion. Voice votes taken and motion carried.

- Mr. Simons then asked if there were any additions or corrections to the minutes of the December 19, 2013, meeting.

Mrs. Horan made a motion to accept the minutes of the December 19, 2013, meeting as provided. Mrs. Wayman supported the motion. Voice votes taken and motion carried.

Public Comment: none

Scheduled Appearances: none

Administrator:

- MDOT meeting: Ms. Laseck mentioned that Valerie Shultz, Project Manager, from MDOT in Cadillac met with Karen Laseck and Walter Ochs for two hours. Funding for a bus consists of 80 percent Federal funds and 20 percent State funds. Discussion held and questions answered.

- MDOT Vehicle - Use of Oxygen Policy: Ms. Laseck stated this Policy needed to be revised to meet MDOT regulations. The Policy needs to be approved and signed by the Board Chairperson.
Mrs. Horan made a motion to authorize Chair to sign this Policy. Mrs. Wayman supported motion. Voice votes taken and motion carried.

- MDOT Training & Title VI completion: Ms. Laseck explained to the Board that all staff needs to be trained on the requirements of Title VI and that she has prepared the documentation required and submitted to Valerie at MDOT. She should have this documentation back next month for approval by the Board. Title VI information needs to be posted on our website and on the bulletin board in the main lobby. She also stated that Federal regulations will change in 2014. A Resolution of Intent giving Karen Laseck blanket authority to supply MDOT with needed documentation was needed.
Mrs. Wayman made a motion to approve Karen Laseck to correspond and provide MDOT with documentation regarding Title VI and our buses. Mrs. Horan supported motion. Voice votes taken and motion carried.

- Ms. Laseck explained to the Board that a Limited English Proficiency (LEP) Policy needed to be approved and signed by the Board Chair and is also required by MDOT. Discussion held.
Mrs. Horan made a motion to authorize Board Chair to sign the Limited English Proficiency Policy and was supported by Mrs. Wayman. Voice votes taken and motion carried.

- Administrator's Month to Month Priorities Report: Ms. Laseck gave her report to the Board.
 - Television project: The project is complete. Discussion held. Ms. Laseck stated she has received numerous positive comments regarding the televisions.
 - Relias (Silverchair Learning): Ms. Laseck explained to the Board that these monthly courses of various topics, with a test at the end of each course need to be completed by each employee. A Policy was implemented and as of February 1, 2014, staff will be paid if they complete this mandated education at home. Discussion held.
 - Employee Appraisal Forms: Ms. Laseck has devised an Appraisal Form that is uniform for all staff. Currently, each review was created pertaining to their job description. The new Form will be used for all annual reviews and will be done the month of that staff member's anniversary date. Policies were developed to assist in completion of the Appraisal Form. Discussion held.
 - SDS Manuals: Ms. Laseck mentioned we are still working on master manual.
 - On-Shift Update: Ms. Laseck stated she has been inputting home and cell phones and/or e-mail addresses for all staff members and their preference for contact.
 - ECS: The Facility goes live with the ECS program on January 27, 2014. New name badges will be forthcoming for floor staff.
 - Enhanced Dining Project: This project has been put on hold due to ECS implementation. Discussion held. Ms. Laseck stated we possibly might be changing from Gordon Food Service to Sysco Foods.

- Lab Agreement: The Quest Lab Agreement has been initiated. Start date is to be yet determined. Mr. Greer will work with our IT person to make sure everything is ready for the new equipment.
 - Policies & Procedures: Ms. Laseck is continuing to review current policies and updating those as needed. All policies are reviewed annually by QA Committee.
 - Advancing Excellence Program: Ms. Laseck mentioned we have selected pain management and decreasing re-hospitalization of our residents.
 - Conferences: Ms. Laseck has not attended any conferences since last Board meeting.
 - Website is also on hold due to ECS implementation.
 - Newsletter: The Activity Director used to put together a newsletter. There is a possibility that this can be started again.
- Turnover / On-Boarding Report: Karen Laseck gave the Board a printout as to turnover and on-boarding of staff for 2013. Discussion held and questions answered.

Chief Financial Officer:

- Cash Report: Mr. Greer distributed in the packets the Cash Report ending December 31, 2013. Discussion held.
- Financial Report: Mr. Greer distributed in the packets the Financial Report ending November 30, 2013. Mr. Greer reviewed this report with the Board Members.
Mrs. Wayman made a motion to accept the Cash report ending December 30, 2013, and Financial Report ending November 30, 2013, and supported by Mrs. Horan. Voice votes taken, motion carried.
- Questions noted during A/P were regarding the DCH QAS Provider Tax. Mr. Greer addressed concerns.
- January Payables: The January payables were reviewed and approved earlier today for the period ending January 23, 2014, during the Financial Meeting.

01/04/14	\$213,454.04
01/23/14	<u>\$449,663.52</u>
Total	\$663,088.56

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.
- Review Methodology: Mr. Greer mentioned that for years we were not consistent with the system for employees' hourly pay rates. He prepared a grid system to come up with his totals. Plante Moran does an annual survey / report by position, region and beds per Facility. Discussion was held.
- Overview of organizational membership & related costs: Mr. Greer mentioned we pay approximately \$6,000 for dues to MCMCFC and about \$9,000 to belong to Leading Age.

We are not members of HCAM. Belonging to these Associations there are reduced rates for seminars and conferences, and we get considerable amount of information from Leading Age. We do not receive reimbursement for these memberships.

Unfinished Business: None

New Business: Mr. Simons then mentioned we need to discuss and schedule DHS Board work session(s). Issues were raised at the November meeting and the Board has not taken any action on those concerns. Need to add this to the next month's meeting Agenda. It will still be an open meeting, not format setting, and meeting(s) need to be posted. It was mentioned that due to ECS going live, there is no available space at the Facility. Janet VandenBerg will contact Gail Martin, County Clerk, to schedule, if there is available space for Wednesday, January 29, 2014, from 9 – 11 a.m. and notify the Board Members.

Communication: None

Public Comment: None

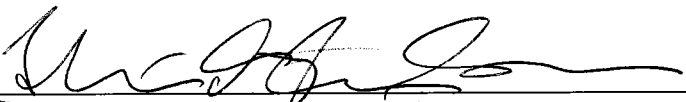
Recap: Board requested a copy of the Appraisal Form, check into reinstating the newsletter, and Special Board work session(s).

Meeting Adjourned: Mr. Simons entertained a motion to adjourn at 12 noon.

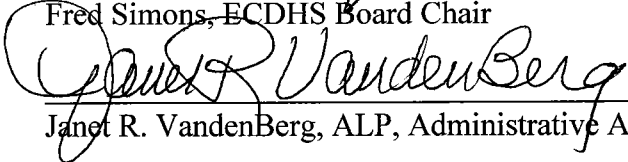
Upcoming Meetings: Charlevoix – Emmet County DHS Meeting will be held, February 20, 2014, at 1:30 p.m. in Charlevoix. Next regular ECDHS Board Meeting at Bay Bluffs is scheduled for Thursday, February 20, 2014.

20 Feb. 2014
Date

2/24/14
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.