

**EMMET COUNTY DEPARTMENT OF HUMAN SERVICES BOARD
BOARD MEETING MINUTES
APRIL 17, 2014**

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

Board Members Present: Fred Simons
Mary Horan
Board Member Absent: Marie Wayman
Staff Present: Karen Laseck, Administrator
Michael Greer, Chief Financial Officer
Staff Absent: None
Others Present: Charlie MacInnis, Liaison to Board/County Commissioner
Others Absent: Kathy Abbott, Esq., Civil Counsel
Guest(s): Jim Dishaw, Travis Johnecheck

Agenda: Mr. Simons asked if there were any additions / corrections to the Agenda provided for today's meeting. Ms. Laseck requested we add under "Administrator's Report", under bullet four, the "State Survey" and Fund Board Candidate". Mr. Simons requested that under Mr. Greer's "Chief Financial Officer Report", after the fifth bullet, we add "Meeting with the Auditor – Annual Report" which has been scheduled for Thursday, April 24th at 9 a.m. Mr. Simons also requested we add under "New Business" two items. The first item is the Citizens Surety Insurance and the second item is the MCMCFC Conference at Boyne Highlands in June.

Mrs. Horan made a motion to accept the Agenda as submitted with additions as stated above. Mr. Simons seconded the motion. Voice votes taken and motion carried.

Minutes: Mr. Simons asked if there were any additions and/or corrections to the minutes of the March 20th meeting as distributed in the packets.

Mrs. Horan made a motion to accept the March 20th Board Meeting minutes as distributed. Mr. Simons supported the motion. Voice votes taken and motion carried.

Public Comment: Mr. Jim Dishaw, son-in-law of Mrs. Friske, was present and addressed various concerns, one being the height of the television in resident's room. Mr. Dishaw mentioned they brought the issue to the attention of the Therapy Department and that the height of the television is creating some health issues of his mother-in-law. He also stated that the two sisters (one who is his wife), stated there were issues with answering call lights, insufficient staff to assist residents with their needs and that there are no floaters. Ms. Laseck mentioned she was not told of the issues with the height of the television affecting his mother-in-laws's neck before today. She stated that Facility owned televisions will not be relocated and if the family wants to bring in a compatible television that will work with the Direct TV system installed, the Maintenance Department will hook it up. He also mentioned that his mother-in-law is stuck in her room every day. Ms. Laseck mentioned she will investigate Mr. Dishaw's comments and concerns. The Board thanked him for his comments.

Guest(s): Travis Johnecheck requested time to address the Board. Mr. Johnecheck stated he sent a letter to each of the Board Members on June 2nd. He stated he has worked at the Facility for almost four years, and felt he has done an excellent job as Admissions Coordinator by keeping the Facility full with admissions & Medicare residents. He also stated he has never received any negative comments about his job performance, did not feel he has been insubordinate, and was basing his appeal on the problem solving procedures. He requested administrative leave pay which was not addressed. Discussion held. Ms. Laseck stated she has not been given the opportunity to review documentation that Mr. Johnecheck supplied to the Board Members, and with that in mind cannot respond appropriately to his remarks.

Mr. Simons then mentioned with only two Board Members present today, it would not be possible to make a positive decision and since information was just received, the Board would need time to review. Mr. Simons stated the first meeting we have will be the Board with Kathy Abbott to find out exactly how we would precede with this.

Kathy Abbott, Civil Counsel, apprised the Board in an e-mail earlier this week that it would probably be beneficial to set up a meeting with the Board Chair to discuss the best way to handle concerns, as she has been involved with several employment issues over the years. She felt this would allow the Board to make a better decision.

Dates were discussed and it was decided to schedule a tentative meeting date for Wednesday, April 30th at 9 a.m. Mr. Simons will contact Kathy Abbott on April 21st to confirm date and process to be taken.

Administrator's Priorities Report:

- **OnShift Self-training with Tech Support** – Ms. Laseck mentioned that Kathi Tippet is the new Nursing Scheduler and has done a marvelous job learning the scheduler's job and working through the new computer program on her own and with tech support.
- **Linen Service** – Ms. Laseck mentioned that Becky Krussell, Director of Housekeeping & Laundry Services, has worked diligently to get the new linen service put in place. Ms. Krussell had some issues with the cleanliness of the existing carts that carried the clean, wrapped linen. Valley City Linens ordered new carts for bay Bluffs.
- **Web Site** – Ms. Laseck mentioned that the website is live. Some fantastic feedback has come in. There is a section for Career Opportunities and have received applications via the internet.
- **Bay Bluffs' Auxiliary** – Ms. Laseck mentioned she has made herself available to the Auxiliary and their questions and concerns. She will be checking with Alicia working on the website to see if we can add a section for the Auxiliary.
- **Physician Services** – Ms. Laseck mentioned that Dr. Blanchard and Dr. Jackson are doing an excellent job as physicians for the residents. Ms. Laseck mentioned she is excited to have their nurse practitioner come on board in June, which will help with some of the workload involved. There are legal requirements what the nurse practitioners can / cannot do. Mr. Simons stated it also helps with both physicians being a part of the same office.
- **Mobile Medical Support Services (MMSS)** – Ms. Laseck mentioned that John Barnes from MMSS will be at the Family Council meeting tonight to explain the process and benefits to the residents by offering dental, optical, podiatry and hearing services in the Facility. Ms. Laseck also explained that having these services offered in-house would

reduce the need for taking residents out of Facility for appointments, save mileage, and employee transport cost, and wear and tear on the vehicles. The insurance through Citizens will be an off-set of the patient pay amount and will reduce their patient pay amount so it doesn't cost the resident any money at all. Mrs. Horan mentioned the concern expressed by the DHS Director at a recent meeting as "double dipping". Mr. Simons indicated it comes out of their social security but doesn't go to the Facility so Medicaid has to pay the difference. He wants Kathy Abbott to review this because there could be issues with that. Mr. Greer explained how Medicaid allows these expenses and doesn't see any issues with this. Further discussion held.

- **Michigan DNR Procedure Act** – Ms. Laseck mentioned the *Michigan Do-Not-Resuscitate (DNR) Procedure Act* will include training with the staff and a date for starting is yet to be determined. She has sent out all of the information for review and will follow through to finalize the process. Mr. Simons requested a copy of the Act. Ms. Laseck will send it to all the Board Members.
- **Enhanced Dining** – Ms. Laseck stated she needs to send the agreement to Kathy Abbott to review. Mrs. Horan mentioned she heard a comment in the grocery store recently from a family member of a resident regarding the volume of the country music being played during dinner hour. Ms. Laseck mentioned she had received the same complaint from the family member, and the concern has been addressed by the MDS Coordinator.
- **Fund Board Candidates** – Ms. Laseck mentioned she has met with two ladies who have shown interest in being on the Fund Board. She stated that Barbara Rivard, former teacher for the Harbor Springs Public Schools, had returned the questionnaire completed and needs Board approval. The other potential individual has not returned her questionnaire. Discussion held.

Mr. Simons made a motion to accept Ms. Rivard's candidacy for the Fund Board and was supported by Mrs. Horan. Voice votes taken and motion carried.

- **Memorandum of Understanding** – Ms. Laseck mentioned that there is still some updating to be completed. She is working on getting some of them updated and has received two updated ones back. Mr. Simons asked if there is a topic issue on emergency preparedness planning. Ms. Laseck mentioned that the surveyors are now incorporating this into the annual survey.
- **Admission Contract & Attachments** – Ms. Laseck mentioned that the Admission Contract and attachments is being finalized. Ms. Laseck is working from a template from a downstate attorney, Michael Lebenbom, including documents that should be accompanying our contract, which currently are not. Mr. Greer mentioned Lebenbom & Rothman are attorneys who specialize in contracts, Medical Care Facilities, etc. and he provided their contract to Ms. Laseck. Ms. Laseck mentioned several issues needed to be corrected from the existing contact being used as the previous Administrator did not use the template provided from the law firm. She is not changing the language but is adding in components that need to be included.
- **Clock Project** – Ms. Laseck mentioned that installing the new clocks has been completed. A special thank you to the Bay Bluffs – ECMCF Auxiliary for contributing financially to this project. The clocks are battery operated but atomic.
- **Name Badges** – Ms. Laseck mentioned that Mr. Greer is in the process to complete the template for the new name badges. The new printer for the name tags has come in.

Turnover Report – Ms. Laseck mentioned that in March we had three nurses who have left (one resigned w/o notice, one left for another position, and one was terminated due to job performance). One certified nurse aide was discharged due to her certificate lapsed. We have hired two RNs and two LPNs. One of our existing CNAs transferred into the Restorative Department.

Conference(s) attended – Ms. Laseck mentioned she attended the MAC Legislative Conference. It ended up being a lot of political jargon and she didn't feel that it had anything to do with our Facility or Emmet County. The trade show was good and she was able to connect with MMR individuals and mentioned the issues of ambulance service in Northern Michigan and hope they will connect with our ambulance service up here. The District II meeting went well and she was able to meet other Administrators. She was waiting on minutes of the meeting.

State Survey – Ms. Laseck mentioned that there were two surveyors in the building regarding a complaint and a FRI. The complaint and survey divisions have merged. No known citations were mentioned today. The surveyor was reviewing Travis' complaints. None of his complaints / concerns was brought to the Administrator's attention. He has the responsibility as an employee with our policies and procedures to address these issues following proper protocol. Travis left phone messages on self phones throughout the building that he called the State. The self-reported incident was cleared. Mrs. Horan asked why Jim Dishaw comes to the Board to complain. As for the complaints / concerns from Jim Dishaw and/or family members should be following chain of command (nurse / UCC / MDS Coordinator / ADON / DON / Administrator) which has not taken place. Mr. Simons asked to be kept apprised on the survey issues.

Chief Financial Officer's Report –

✚ **Cash Report:** The Cash Report for the month ending March 31, 2014, was distributed in packets. Mr. Greer reviewed and explained the report with the Board.

✚ **Financial Report:** The Financial Report ending February 28, 2014, was also distributed in the packets. Mr. Greer reviewed the report with the Board. Questions were answered.

Mrs. Horan made a motion to accept the Cash report ending March 31, 2014, and the Financial Report ending February 28, 2014, and supported by Mr. Simons. Voice votes taken and motion carried.

✚ **Payables:** The April payables presented earlier today were reviewed and approved for the period ending April 17, 2014 as follows:

4/04/2014	\$124,185.88
4/17/2014	<u>\$240,861.16</u>
Total	\$365,047.04

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

✚ **Questions during Finance Meeting:** There were no questions / issues to be addressed.

✚ **Optimus Hosting Fee:** Mr. Greer stated that to be able for staff to check previous documents on Optimus for the benefits of working in ECS will cost the Facility a hosting fee in the amount of \$200 per month and could take two to three years to complete.

Mrs. Horan made a motion to authorize chair to sign the document from Optimus. Mr. Simons supported motion. Roll call votes taken: Fred Simons (Yes), Marie Wayman (Absent), and Mary Horan (Yes). Roll call vote passed.

- ✦ **Audit:** Mr. Greer mentioned that he sent out an e-mail to the Board indicating that Eric Conway with Plante Moran will be here Thursday, April 24th to apprise the Board on the status of the Facility. The Special Board Meeting will take place at 9 a.m. and should be done by 10:30 a.m. Mr. Conway has another meeting at another facility in the afternoon. Special meeting notice will be posted.

Old Business:

- ✦ **Ambulance Concerns:** Discussion held on the ambulance issues. Another meeting is scheduled for Monday, April 28th at 8 a.m. at the Harbor Springs City Hall. Ms. Laseck feels a partnership would help them considerably and possibly get them out of a rut.
- ✦ **Wheel-Way Project:** Ms. Laseck mentioned the City of Harbor Springs was trimming trees out in front of the building. They installed a new transformer for electrical service. Mr. Simons stated he spoke with Rachel Smolinski from Harbor, Inc. who stated the project is still in the planning stages, and the issue of removing the sidewalk, light, etc. would be a MDOT not a city issue. Further discussion held.
- ✦ **Communication Process:** No response on the letter that was sent from the Board regarding the November meeting. One envelope came back and was re-sent as an there was an address changed for Mr. and Mrs. Jim Dishaw. All issues are coming from what his wife and sister-in-law have stated regarding their mother. The DON and ADON are holding monthly meetings with the nurses and certified nurse aides.
- ✦ **Corporate Compliance Officer:** Mr. Simons asked who the Corporate Compliance Officer was. Discussion held and it was determined that Patty McClees was the last one approved by the DHS Board. The current DON should be the Corporate Compliance Officer. This should be revisited. Just before Diana Bailey left there was suppose to be a training session. Kathy Abbott was working on the Corporate Compliance Program and she had gone to training on it. Discussion held.

New Business:

- ✦ **Citizens Insurance:** Mr. Simons addressed the issues with the insurance coverage related to the specialty services being offered and how the costs involved could be paid by the taxpayers. Discussion held and Ms. Laseck addressed his concerns. This is not a mandatory thing that the families have to enroll in.
- ✦ **MCMCFC Conference:** Mr. Simons brought up the issue of the Spring Conference scheduled in June at Boyne Highlands. Mr. Simons stated that the DHS Board has always attended.

Communications: none

Public Comment: none

Announcements: none

Recap & Summary: Ms. Laseck to follow-up with television and staffing issues addressed earlier today. We are not moving the televisions and have received more positive feedback then

negative. The families are receiving free television coverage and the new televisions were from gifts and donations to the Facility. Staffing issues are being addressed.

Adjournment: Meeting adjourned at 11:55 a.m.

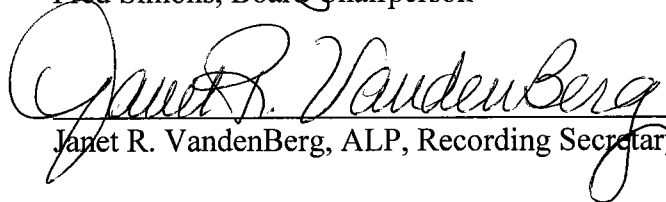
Upcoming meetings:

- ✚ Next joint meeting scheduled for May 13, 2014, at 9:30 a.m. in Petoskey.
- ✚ Next Board meeting scheduled for May 15, 2014, at 9 a.m. for Financials, and 10 a.m. for Board Meeting.

5/13/2014
Date


Fred Simons, Board Chairperson

5/15/14
Date


Janet R. Vandenberg, ALP, Recording Secretary

Copies to: Mary Horan, Marie Wayman, Fred Simons, Kathy Abbott, Charlie MacInnis, Karen Laseck, Michael Greer, Gail Martin, and Marilyn May.