

**Emmet County Department of Human Services  
Board Meeting Minutes  
April 18, 2013**

**MEETING CALLED TO ORDER:**

Mr. Simons, ECDHS board chairperson, called the meeting to order at 10:03 a.m.

**ROLL CALL:**

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

**Board Member absent:** Marie Wayman, Board member

**Staff Members present:** Robert E. Dunn, LNHA, Interim Administrator  
Michael Greer, CPA, Director of Financial Services  
Julie McAtee, Recording Secretary

**Staff Members absent:** Janet R. VandenBerg, ALS, Recording Secretary

**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. Contract for MobileX was delayed until next month due to some questions. .

**Mrs. Horan made a motion and seconded by Mr. Simons, 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 **March 21, 2013**, and the Special Board Session for **March 21, 2013**, as provided.

**Mrs. Horan made a motion to accept the March Meeting minutes and Special Board Session both on March 21, 2013, as distributed and supported by Mr. Simons. Voice votes taken and motion carried.**

**PUBLIC COMMENT:** None

**INTERIM ADMINISTRATOR:**

- **DAILY STANDUP MEETING:** Mr. Dunn shared with the Board members the daily meeting and report completed for managers. He indicated it was working effectively and is helping improve communication. Mrs. Horan asked if it would be appropriate for a board member to attend and Mr. Dunn indicated the board members were welcome.
- **SURVEY RE-VISIT RESULTS:** Mr. Dunn shared with the Board the results from the re-visit that the citations issued were removed from the March 12, 2013 visit and that our

Plan of Correction was fully implemented and a few minor recommendations were given and will be implemented into our monitoring process. Discussion held and questions answered. Our census is at 113, up five since he came.

- **MICHIGAN PROTECTION & ADVOCACY SERVICE INVESTIGATION:** Mr. Dunn explained the letter he received from Michigan P&AS and explained the handout was placed in the packets. Communication with Steven Girard & Teresa Farhat, both attorneys with Clark Hill in Grand Rapids that work closely with MCMCFC reviewed the process and recommendations with Patty McClees, Shiela Kruskie and Bob Dunn. Packet to Michigan P&AS will be mailed on Monday, April 22. Mr. Dunn will keep board apprised of any updates. Discussion held.
- **GARAGE UPDATE:** Mr. Dunn indicating the garage is coming along very well and should be completed by June 1.

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

- **Cash Report** - Mr. Greer had distributed copies and reviewed with the Board the Cash Report ending **March 31, 2013**. Discussion held.
- **Financial Report** – Mr. Greer had distributed copies and reviewed the Financial Report with the Board ending **February 28, 2013**. Discussion held.  
**Mrs. Horan made a motion to accept the Cash Report ending March 31, 2013, and the Financial Report ending February 28, 2013, as distributed and supported by Mr. Simons. Voice votes taken and motion carried.**
- **Accounts Payable/Pre-Pays** – These items were discussed and approved earlier today as follows: **4/03/13 - \$123,452.10 and 4/18/13 - \$183,828.27 for a total of \$307,280.37.**  
**Mrs. Horan made a motion to approve bills reviewed by Finance Committee and approved by the DHS Board as presented in April for payment. Mr. Simons supported the motion. Roll call vote was taken – Fred Simons (YES), Mary Horan (YES), and Marie Wayman (ABSENT). Roll call vote passed.**
- **PTO Concern:** Mr. Greer mentioned this was briefly discussed at a previous meeting and was told via phone by Kathy Abbott that it needed to be brought up at a regular board meeting. Mr. Greer mentioned the notification requirements in accordance with our policies.

#### **UNFINISHED BUSINESS:**

Mr. Greer is the contact person with Michigan Department of Transportation regarding the Facility buses.

**NEW BUSINESS:** Mr. Simons addressed the Fund Dinner on June 14, 2013 at The Pier. Postcards have been sent out and tickets are selling very well. Mr. Simons has also been soliciting silent auction items.

**COMMUNICATIONS:** Three cards received and copies attached.

**ADJOURNMENT** – Mr. Simons entertained a motion to adjourn. Mrs. Horan supported motion to adjourn the meeting at 10:50 a.m.

**NEXT MEETING** – The next regular scheduled meeting is for **Thursday, May 16, 2013** with the Finance Meeting at 9 a.m. and the Board Meeting at 10 a.m. Joint DHS meeting will be held at 1 p.m. in **Petoskey** on **Wednesday, May 15, 2013**.

May 16, 2013  
Date

5/16/13  
Date

  
Fred Simons, ECDHS Board Chairperson

  
Janet R. Vandenberg, ALS, Recording Secretary

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