

EMMET COUNTY DEPARTMENT OF HUMAN SERVICES BOARD

BOARD MEETING MINUTES

November 21, 2013

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
Barbara Fate, RN, Infection Control Preventionist / Educator
Janet VandenBerg, Administrative Assistant

Others Present: Kathleen Abbott, Civil Counsel
Charlie MacInnis, County Commissioner / Liaison

Guest: Lori-Lynn Mack

Agenda: Mr. Simons asked if there were any additions to the Agenda in the packets mailed. It was requested by Mrs. Wayman that the Agenda include under "Administrator's Report", by adding in "Priorities", and after second "Public Comment" add in "Recap and Summary". Mr. Simons also stated that the next joint meeting will be held today at 1:30 p.m. instead of the established date of November 26. Charlevoix-Emmet DHS (CEDHS) office should have notified the Facility of this change, per Mr. Simons.

Mrs. Wayman made a motion to accept the Agenda as submitted and revised, 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 minutes of the October 17, 2013 Board Meeting distributed in the packets.

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

Public Comment: none

Scheduled Appearances:

Barbara Fate, RN – Infection Control Preventionist / Educator was introduced by Ms. Laseck to the Board. Ms. Fate has been a nurse for over 35 years, including five years at the Emmet County Office of the Health Department of Northwest Michigan. Ms. Fate gave an overview of her position including that the Material Data Safety Sheets (MSDS) will now be known as Safety Data Sheets (SDS). This change is being made by OSHA regulations. She also spoke on the annual training that will take place. The Board welcomed Barbara and thanked her for her sharing what her position consists of.

Mr. Simons stated he received a letter and a phone call from former employee, Lori-Lynn Mack, who requested time to speak at the board meeting. Mr. Simons asked her to come in and have a seat. Also in attendance were other former employees Ron Morgan (driver), John McLane (custodian), and Lisa Lasley (CNA). Also in attendance were family members of residents as follows: Ruth Hoffman, (wife of Joe Hoffman), Diane Suhan, Deb Dishaw and Jim Dishaw, (daughters and son-in-law of Germaine Friske), Judy Wilson, (wife of Thomas Wilson), and Barb Smith (daughter-in-law of Rex Smith).

Lori Mack then addressed the ECDHS Board. She stated she has been a transport aide for the past seven years and has worked for the facility for fifteen years.

- Lori received disciplinary action from LNHA in the presence of the HR Director which she thought was not true. She stated the Facility's mission statement is not being followed. She said there was a significant number of staff discharged since June. She also stated that several families were considering moving their family members. Mr. Simons thanked her for sharing her concerns and asked if any of the other guests had any remarks.
- Mr. Dishaw spoke on behalf of family members. He stated that Bay Bluffs is being run more as a business. He stated that there are too many changes taking place way too quickly.
- Mrs. Hoffman spoke and felt that her husband needed extra assistance and the Facility should have more male CNAs.
- Mrs. Wilson spoke and stated that a former custodial worker was helpful to her husband.
- Barb Smith then spoke about concerns she saw with the new transport driver and aide that took her father-in-law to an earlier appointment today.
- Ronald Morgan, former employee, remarked about the schedule and how it was changed regularly to benefit the residents. He mentioned he had requested time off over the hunting season and was denied the time due to no drivers available to take his place. So he gave a one-week notice. He stated he would continue to come to the Facility to see residents and staff members.

Mr. Simons thanked them for their remarks and the Board would be discussing these issues soon. All individuals left the room except for Barb Smith who stayed for the entire meeting.

Administrator:

1. MPAS Update: Ms. Laseck told the Board members that one case was still pending.
2. Facility Reported Incident: Ms. Laseck told the Board members that a recent FRI that was self-reported was resolved after an immediate investigation by state surveyor and facility cleared and was not cited.
3. Beautician: Our current beautician put in her notice due to some health issues. We advertised for this position and are working to recruit a new beautician. If all works out, Virginia Schansema will be renting space and a contract will be drawn up by Kathy Abbott. Final contract to be sent to Board members.

Mrs. Horan made a motion to approve Karen Laseck to work with Kathy Abbott on beautician contract including rental of space for \$250 per month and that Kathy Abbott will cover any potential risks in contract. Mrs. Wayman supported motion. Voice votes taken, motion carried.

4. Turnover / staff changes: Karen Laseck will give board an update as to turnover in staff and any change(s) in staff position(s).
5. Month to Month report: Karen Laseck will report on priorities set and status of priorities and future board meetings.
6. MCMCFC Information / Highlight Report: future meetings to be reported on.

Chief Financial Officer:

1. Cash Report: Mr. Greer distributed in the packets the Cash Report ending October 31, 2013. Discussion held.
2. Financial Report: Mr. Greer distributed in the packets the Financial Report ending September 30, 2013. Mr. Greer reviewed this report with the board members.

Mrs. Wayman made a motion to accept the Cash report ending October 31, 2013, and Financial report ending September 30, 2013 and supported by Mrs. Horan. Voice votes taken, motion carried.
3. November payables: The November payables were reviewed and approved earlier today for the period ending November 21, 2013 during the Financial Meeting.

10/24/13	\$ 60,213.39
11/05/13	\$ 18,539.35
11/21/13	<u>\$380,526.81</u>
Total	\$459,279.55

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

4. Questions regarding Accounts Payable: Mr. Greer asked if there were any additional questions on the payables today, other than what County Treasurer, Marilyn May addressed earlier this morning. Mr. Greer spoke on pay increases and sign-on bonus for new CNAs. He also spoke on the contractual therapy and Part B with AEGIS.
5. CC Communications: Mr. Greer mentioned to the Board that he has been communicating with Mr. Rumble from CC Communications. The dish is up; mounts are due in with a week and a half. We will have Direct TV throughout facility and will include Big 10 and Fox Sports. As of January 1, 2014, the facility will not be charging residents for television service in their rooms.
6. Electronic Medical Records: Mr. Greer mentioned ECS training has started and will be ongoing in December and January as well.
7. Budget Review for 2014: Mr. Greer distributed the 2014 budget. He explained the various sections and answered questions. He mentioned issues of replacing our existing bladder scanner, new tractor for yard work, irrigation system, etc.

Mrs. Wayman made a motion to approve the 2014 Budget as presented and was supported by Mr. Simons. Voice votes taken, motion carried.
8. Defined Benefit Plan: Mr. Greer explained the Defined Benefit Plan and the amount that was currently unfunded. Discussion held.

Mr. Simons made a motion to approve payment of \$650,000 to the defined benefit and Mrs. Wayman supported motion. Roll call vote taken: Fred Simons (YES), Marie Wayman (YES), Mary Horan (Absent). Roll call vote passed.

Unfinished Business: None

New Business: Mr. Simons had requested that the Board discuss the performance review for Pat Simmons, DHS Director for Charlevoix – Emmet County. Since they will be meeting later today they will review and discuss this with the Charlevoix County DHS board members.

Communication: None

Public Comment: None

Recap: Additions requested to Agenda.

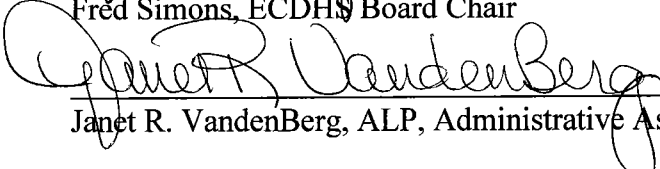
Meeting Adjourned: Mr. Simons entertained a motion to adjourn at 12:30 p.m.

Upcoming Meetings: Joint DHS Meeting will be held, November 21, 2013, at 1:30 p.m. instead of November 26, 2013. Next Regular ECDHS Board Meeting is scheduled for Thursday, December 19, 2013. Kathy Abbott will not be present at December board meeting.

1/23/2014
Date


Fred Simons, ECDHS Board Chair

1/23/14
Date


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.