

**Emmet County Department of Human Services
Board Meeting Minutes
February 21, 2013**

MEETING CALLED TO ORDER:

Mr. Simons, ECDHS board chairperson, called the meeting to order at 10:02 a.m.

ROLL CALL:

Board Members present: Fred Simons, Board chairperson
Mary Horan, Board vice-chairperson
Marie Wayman, Board member

Board Member absent: none

Staff Members present: Diana L. Bailey, LNHA, MBA, Executive Director
Michael Greer, CPA, Director of Financial Services
Patty McClees, RN, CDON, Director of Nursing
Janet R. VandenBerg, ALS, Recording Secretary

Staff Members absent: none

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. Kathy Abbott requested that under "New Business" we add Open Meetings Act to give us an update.

Mrs. Horan made a motion and seconded by Mrs. Wayman, to approve the Meeting Agenda as provided & amended. 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 **January 17, 2013**, as provided.

Mrs. Horan made a motion to accept the meeting minutes of January 17, 2013, as distributed and amended (under Executive Director #5 change book to spoke) and supported by Mrs. Wayman. Voice votes taken and motion carried.

PUBLIC COMMENT: None

SCHEDULED APPEARANCES:

Patty McClees, RN, CDON, Director of Nursing / Corporate Compliance Officer: Mrs. McClees and Mrs. Bailey have both attended three seminars and three webinars on Corporate Compliance and Ethics program which Kathy has also attended at our Facility put on by Leading Age which began November of 2012 and the last one will be on March 20, 2013. Patty gave an overview of what has transpired and what programs need to be in place by March 23, 2013. Mrs. McClees will be keeping a log on all Corporate Compliance and Ethic concerns that arise. The board will be approving these documents. Many policies have been updated and some are still being

revised. There will be training program for staff and board members in compliance training to know what your role and responsibilities will be as board members. Discussion held and questions were answered. Rules and regulations fall under the Elder Justice Act, Licensing and Regulatory Affairs which is a division of Department of Community Health. The board will also be able to view videos that are from the Office of Inspector General (OIG). It will also cover Abuse, Theft, and Fraud (Medicare / Medicaid) and what is covered under criminal activity.

EXECUTIVE DIRECTOR:

1. Therapy Department discussion: Mrs. Bailey and Mr. Greer spoke of an audit completed to review our Therapy Program. The audit included a review of Medicare documentation. After the audit was completed, the auditor recommended that we consider an outside contract company. Discussion held and questions answered. The contract will be presented at the next board meeting.
2. Contracts:
 - **Vital Care** – Mrs. Bailey stated this is a one-year renewal extension for Hospice Services through 12/31/13.
Mrs. Wayman made a motion to authorize chair to sign the renewal and Business Associate Agreement and was supported by Mrs. Horan. Voice votes taken and motion carried.
 - **Auditor for Therapy Services** – Therapy auditor to assist Bay Bluffs during the therapy department transition. Impact Wellness & Rehab for period of 2/1/13 – 1/31/15.
Mrs. Wayman made a motion to authorize chair to sign this contract for liaison services for therapy department and supported by Mrs. Horan. Roll call vote taken: Fred Simons (YES), Mary Horan (YES), and Marie Wayman (YES). Vote passed.
 - **McLaren Health Care** – HMO – Medicare Advantage (Health Care Plan) Agreement for our residents who have this plan with McLaren. Mr. Greer explained about Medicare Advantage Plans. Kathy Abbott asked if a couple of her recommendations were corrected. Mrs. Bailey indicated yes.
Mrs. Horan made a motion to authorize chair to sign and was supported by Mrs. Wayman. Voice votes taken and motion carried.
 - **Silverchair Learning** – Web-based in-service program for all staff. Will allow easy access to staff and easy tracking capabilities for management. Mr. Greer mentioned this is built into the Medicare rate and will be cost effective in the long-run and will have an annual fee.
Mrs. Wayman authorized chair to sign this Contract for web-based learning and supported by Mrs. Horan. Roll call vote taken: Fred Simons (YES), Mary Horan (YES), Marie Wayman (YES). Vote passed.
3. Survey results – Mrs. Bailey and Mrs. McClees reviewed the recent state survey visit and facility corrections.
4. 2012 Annual Review – Mrs. Bailey distributed her Annual Report for 2012. Discussion held.

DIRECTOR OF FINANCIAL SERVICES REPORT:

1. Cash Report - Mr. Greer had distributed copies in packets. Mr. Greer reviewed with the Board the Cash Report ending **January 31, 2013**. Discussion held.

2. Financial Report – Mr. Greer had distributed copies in packets. Mr. Greer reviewed the Financial Report with the Board ending **December 31, 2012**. Discussion held.

Mrs. Wayman made a motion to accept the Cash Report ending January 31, 2013, and the Financial Report ending December 31, 2012, as distributed and supported by Mrs. Horan. Voice votes taken and motion carried.

3. Accounts Payable/Pre-Pays – These items were discussed and approved earlier today as follows: **2/01/13 - \$243,357.19 and 2/21/13 - \$311,543.49 for a total of \$554,900.68.**

Mrs. Horan made a motion to approve bills reviewed by Finance Committee and approved by the DHS Board as presented in February for payment. Mrs. Wayman supported the motion. Roll call vote was taken – Fred Simons (YES), Mary Horan (YES), and Marie Wayman (YES). Roll call vote passed.

UNFINISHED BUSINESS: Mrs. Bailey stated we would skip the board member development position evaluation to another meeting.

NEW BUSINESS: Kathy mentioned some of the changes to the Open Meetings Act. She mentioned we need to make sure when we change a meeting date we post for a minimum of 18 hours prior to the change and explained why. Jan mentioned she currently submits changes to Marilyn May (County Treasurer), Gail Martin (County Clerk), Kathy Abbott (Civil Counsel), Kathy's staff and to Noreen Strange at ECDHS Office.

COMMUNICATIONS: None

ADJOURNMENT – Mr. Simons entertained a motion to adjourn. Mrs. Wayman supported motion to adjourn the meeting at 12:04 p.m.

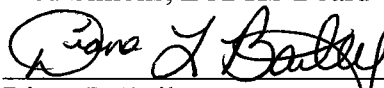
NEXT MEETING – The next regular scheduled meeting is for **Thursday, March 21, 2013** with the Finance Meeting at 9 a.m. and the Board Meeting at 10 a.m. Joint DHS meeting will be held at 1 p.m. in **Petoskey on Wednesday, March 20, 2013.**

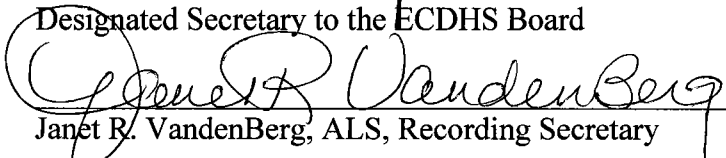
3/21/13
Date

3-21-13
Date

3/21/13
Date


Fred Simons, ECDHS Board Chairperson


Diana L. Bailey LNHA, MBA, Executive Director
Designated Secretary to the ECDHS Board


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