
**EMMET COUNTY DEPARTMENT OF HUMAN SERVICES BOARD
JULY BOARD MEETING MINUTES
JULY 18, 2013**

Meeting called to order: Fred Simons, Board chair, called the meeting to order at 10:12 a.m.

Board Present: Fred Simons, Board Chair
Mary Horan, Board Vice-chair
Board Absent: Marie Wayman, Board Member
Staff: Karen Laseck, Administrator
Michael Greer, Chief Financial Officer
Janet Vandenberg, Recording Secretary
Others Present: Kathy Abbott, Civil Counsel
Charlie MacInnis, County Commissioner / Liaison

Agenda: Mr. Simons asked if there were any additions to the Agenda. Ms. Laseck mentioned the two policies included in the packet, discussion on utilizing Shred It Company, resignation, etc. Mr. Greer mentioned issues with Electronic Medical Records program and possible changes, etc.

Mrs. Horan made a motion to approve Agenda with additional items to be discussed. Mr. Simons supported motion. Voice votes taken and motion carried.

Minutes: Mr. Simons asked if there were any changes or additions to the June 20, 2013, minutes provided.

Mrs. Horan made a motion to approve the June Board Meeting minutes as provided. Mr. Simons supported motion. Voice votes taken and motion carried.

Administrator:

- **Credit Card Policy:** Ms. Laseck explained to the Board that the only changes made to the policy was the change in title made from "Executive Director" to "Administrator".
- **Purchasing Policy:** Ms. Laseck explained to the Board that the only changes made to this policy was the change in title made from "Executive Director" to "Administrator".
- **Garage Update:** Ms. Laseck made the Board aware that we have received occupancy to the garage. Metal racks and metal cage needs to be installed to house medical, financial and administrative files. Many of the files have to be kept for seven years. And prior to them being taken into the storage area of garage will be gone through. All boxes will be properly labelled and of the same size. Medical records "face sheets" for all residents are kept permanently. This should take place shortly.
- **Shred-It Company:** Ms. Laseck and Mr. Greer mentioned we are reviewing the contract for shredding documentation. The company will provide five containers and the company will be in monthly to shred documentation. A contract should be ready for review by civil counsel and approval to the board at the August board meeting. Cost incurred will save facility dollars in staff to shred documents, equipment, etc.
- **Resignation:** Ms. Laseck mentioned that she received a letter of resignation from the Director of Nursing earlier this week. Discussion held. She mentioned that we will be advertising through "Leading Age", and other agencies on their web sites. Potential

advertising will also be in area newspapers. This position needs an individual who is familiar with the compliance issues, rules and regulations, LTC experience, be able to mentor staff, and communicate effectively. An interim Director of Nursing will be appointed shortly.

Chief Financial Officer Report:

- **Cash Report:** Mr. Greer distributed the Cash Report ending June 30, 2013, in the packets. Discussion held and questions were answered.
- **Financial Report:** Mr. Greer distributed the Financial Report ending May 31, 2013, in the packets. Discussion held and questions were answered.

Mrs. Horan made a motion to accept the Cash Report ending June 30, 2013, and the Financial Report ending May 31, 2013. Mr. Simons supported the motion. Voice votes taken and motion carried.

- **Potential changes with staff:** Mr. Greer and Ms. Laseck shared with the Board proposed changes to floor staff. Ms. Laseck has met with the Restorative Nurses and CNAs, and discussed proposed changes. Restorative Services is a step down from Therapy Services. Currently there are two nurses and three CNAs. Ms. Laseck mentioned that hours will probably change from five days to seven days per week. Ms. Laseck has also met with the Skin/ Treatment Nurses and Bath CNAs. Discussion held and she will be meeting with both groups again in the near future.
- **Accounts Payable / Pre-pays:** The DHS Board as a part of the Finance Committee reviewed the payables as follows:

7/01/13	\$ 58,211.00
7/18/13	<u>\$314,620.09</u>
Total	\$372,831.09

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

- **Optimus Electronic Medical Records (EMR):** Mr. Greer apprised the Board that the existing EMR was down again three to four hours. It is a web based program but we are having consistent and ongoing issues. Mr. Greer mentioned they are in the process of reviewing two other EMR programs (Point Click Care and Matrix). He explained what we are currently paying and what the Matrix program would cost. He stated that the service would be better. Mr. Greer stated that the staff is receptive to learning the new system. If selected it would take a couple of months to implement. Existing contract issues were discussed. Mr. Greer and Ms. Laseck will review contract issues with Kathy Abbott. Mr. Greer feels that in the long run we will not only receive ultimate cost savings but the program will be a time saver.
- **Standardizing Televisions in Resident Rooms:** Ms. Laseck and Mr. Greer have been reviewing installing wall mounts, proper stands, etc. in the resident rooms. They discussed existing issues we have encountered throughout the Facility with wall mounts, etc. with Walter Ochs, Maintenance Director. They are looking at what it will cost to purchase one hundred flat screen television sets and place them in all the rooms except on

Birch Boulevard. Facility's purchasing agent is getting price quotes from various local establishments and then will share their findings with the Board in the near future.

Unfinished Business:

- Update to Annual Fund Dinner – Mr. Simons gave a verbal update of what was made with the silent auction and the 50/50 drawing, number of dinner tickets sold, etc.
- June 30th Fund Financial Report was copied and distributed in packets.
- Fund Board Candidates discussed. Mr. Simons shared the two applications. Discussion held.

Mrs. Horan made a motion to accept the applications for Paul Hramiec and Fred Rogers for the Fund Board. Mr. Simons seconded motion. Roll call vote taken: Fred Simons (YES), Mary Horan (YES), and Marie Wayman (ABSENT). Roll call vote passed.

- Scholarship Documents: Kathy Abbott has prepared the Scholarship application forms and policy in the past and will have Karen Laseck review and offer her suggestions. Mr. Simons indicated he has been discussing this with Kathy Abbott as well.
- Board Rules of Procedure: Discussion was held on the rules of procedure and question came up as to the date of last revision. Janet Vandenberg remarked that the last date she had seen was February 17, 2011, and the original signed copy is in the master board meeting book. Mr. Simons mentioned he did not have a signed copy. Some recommendations / revisions were discussed.

Public Comment: none

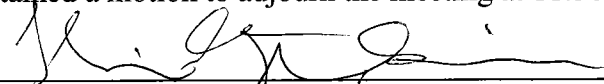
Communications: none

Next Meeting: August 15, 2013 at 9 a.m. for approving finances and 10 a.m. regular scheduled board meeting. Mr. Simons brought up the change in the joint meeting but no documentation has been received from the local DHS office with time and place.

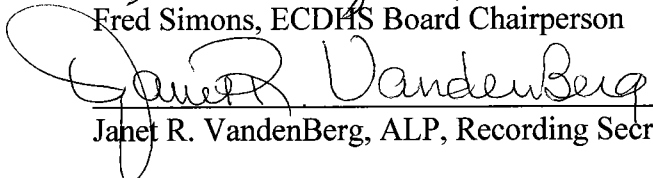
Adjournment: Mr. Simons entertained a motion to adjourn the meeting at 11:50 a.m.

8/15/13
Date

8/15/13
Date



Fred Simons, ECDHS Board Chairperson



Janet R. Vandenberg, ALP, Recording Secretary

Copies: Karen Laseck, Michael Greer, Toni Adams, Wendi Allen, Kathy Abbott, Charlie MacInnis, Fred Simons, Mary Horan, Marie Wayman, Noreen Strange, Gail Martin, Marilyn May.