

**EMMET COUNTY DEPARTMENT OF HUMAN SERVICES BOARD  
BOARD MEETING MINUTES  
May 15, 2014**

Fred Simons, Board Chair, called the meeting to order at 10:05 a.m. at Bay Bluffs – ECMCF in the Conference Room.

**Board Members Present:** Fred Simons  
Mary Horan  
Marie Wayman

**Board Member Absent:** none

**Staff Present:** Karen Laseck, Administrator  
Michael Greer, Chief Financial Officer  
Carla Zlotow, RN, BSN, Admissions Coordinator  
Janet R. Vandenberg

**Staff Absent:** None

**Others Present:** Charlie MacInnis, Liaison to Board/County Commissioner  
Kathy Abbott, Esq., Civil Counsel

**Others Absent:** None

**Guest(s)/Others Present:** Barbie Smith, Dawn Goodwin, and Billie Jo & Mike Fortune.  
Deb Dishaw and Diane Suhan (daughters of Germaine Friske) also present.

Mr. Simons asked those present if they would please sign in, not required but would be nice to know who is present, and if you want to speak, please tell us who you are.

**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 one, the "E-cigarette & Tobacco Policy" and under "Scheduled Appearance(s)" add Carla Zlotow.

**Mrs. Horan made a motion to accept the Agenda as submitted with additions as stated above. Mrs. Wayman 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 April 17<sup>th</sup> meeting as distributed in the packets.

**Mrs. Wayman made a motion to accept the April 17<sup>th</sup> Board Meeting minutes as distributed. Mrs. Horan supported the motion. Voice votes taken and motion carried.**

Mr. Simons then asked if there were any changes and/or additions to the minutes for the April 24<sup>th</sup> special meeting as distributed in the packets.

**These minutes were approved by consensus of the Board.**

Mr. Simons then asked if there were any changes and/or additions to the minutes for the April 30<sup>th</sup> Special "Open Meeting" portion of the Minutes distributed in the packets.

**Mrs. Wayman made a motion to accept the "Open Meeting" portion of the minutes for April 30<sup>th</sup> as distributed. Mrs. Horan supported the motion. Voice votes taken and motion carried.**

**Public Comment:**

(1) **Billie Jo Fortune** mentioned to the Board that she had been employed here for almost twenty years and when it was time for her renewal of her CNA license, she did not receive the notice in the mail. She mentioned that she was not told / approached by anyone that it was about to lapse and knew that other staff members had been afforded that in the past. She knows that the State does not notify the Facility and approached by Shiela, the ADON, who called her into her office on March 26, told her she had received a notice from the State after her certificate and showed her, which had expired two days prior and then had no other choice but to let you go. Billie Jo understands she must be certified asked the ADON if she got recertified, if she would be a new employee, re-hired and at what pay rate she would be at. She stated that Shiela indicated she would not be hired back. (2) **Diane Suhan** stated the amount of turnover has been ridiculous, and how they treat staff and also stated that Billie Jo and Adam worked closed with their mom and the care they showed for her. **Deb Dishaw** (I am Diane's sister), also mentioned the morale is bad, residents are aware and it is coming to the point that they are thinking about taking their mother elsewhere. Mr. Simons mentioned that was their choice and would hope that it didn't come to that. Janet VandenBerg stated for clarification that the Facility does have a list with all current licenses/certificates. This is something that she has kept up-to-date for the past two years while Diana Bailey was still here. She produces the list and gives them out to those who need to know expiration dates (DON, ADON, Education Coordinator, Human Resources). It is the responsibility of the staff to keep track of when their license expires, their name changes, because of a divorce or marriage and submit the application to Prometric. Mr. Simons also mentioned we will be discussing these issues further. Mr. Greer mentioned that this is not the forum for discussion and that we will discuss these issues later. (3) **Dawn Goodwin** was employed here for thirty years and as a dedicated employee, was also terminated on the spot for a frivolous and I don't know for what reason. My problem came long before was when Diana Bailey was in charge, not this lady. Quality of food and quality of care has gone down. Staff is not happy. Billie Jo was an awesome worker. As the dietary manager, I was told a procedure for being terminated was supposed to be followed. She submitted a letter of intent for employment. Mr. Simons thanked all of them for coming in. (4) **Barbara Smith** (her father-in-law in Facility) mentioned she had spoke with two former employees who were recently terminated, and stated what she was told. Mr. Simons indicated what she heard was hearsay. Thanked everyone for coming.

**Scheduled Appearance:** Karen Laseck, Administrator, introduced Carla Zlotow, Admissions Coordinator. Carla Zlotow stated she is a RN and started her career in 1978 as a nurse's assistant, LPN, RN, and then got her BSN. She has worked in various settings including the hospital, outpatient, assisted living, hospice and home care settings and going to the University of Michigan for community based care. In times of transition she knows what we need from the residents and what the residents need from us. She is looking forward to being a part of this Facility. *Just food for thought - that change can be very difficult, but when we embrace it properly we can work together, and it can be a quality or culture change but as a newcomer she is willing to working with the administrative team in these efforts.* Ms. Laseck has been training her since May 6<sup>th</sup>. She is a very quick learner, has an outgoing attitude, fantastic with families and residents, and Karen will continue to mentor her. Ms. Laseck is also going through all of the forms and making sure that everything is up-to-date and proper with current rules and regulations.

### **Administrator's Priorities Report:**

- ✦ **E-Cigarette / Tobacco Policy** – Ms. Laseck mentioned she has revised the Non-Smoking Facility due to an item found on the premises. Discussion held.  
**Mrs. Horan made a motion to authorize Board Chair to sign the revised policy and was supported by Mrs. Wayman. Voice votes taken and motion carried.**
- ✦ **Facility Auxiliary** – Ms. Laseck spoke with Gail from the Auxiliary and received a letter and copy of their ticket for their main fundraising. It was reviewed and submitted to the web site.
- ✦ **Mobile Medical Support Services** – Ms. Laseck mentioned that the services to be provided by MMSS will begin on May 23 with Dental Services being offered, and on June 6 will be the Audiology Services scheduled for the residents.
- ✦ **Michigan DNR Law** – Ms. Laseck mentioned it was sent via e-mail to the Board the revised Do Not Resuscitate Law. It has been partially rolled out, and the new forms are being distributed through Carla with new admissions. All other families will be apprised of these changes within the next 90 days during care conferences. All of the documents are in compliance with the new rules and the Act, the policy and forms, have been forwarded to Dr. Blanchard. Previous documents were either “Full Code” or “No Code”. There were no health choice documents available. Discussion held and questions were answered.
- ✦ **Enhanced Dining** – Ms. Laseck mentioned is still on hold. We unfortunately are without a dietary manager at this time. She cannot get into the specifics at this time but involved privacy concerns and a violation of significant misconduct, and the situation was thoroughly investigated. The individual is no longer employed by the Facility. Discussion held as to what can and cannot be disclosed. We are in the process of recruiting for a certified dietary manager as of May 13<sup>th</sup>.
- ✦ **Memorandum of Understanding** – Ms. Laseck mentioned that there is still some updating to be completed. She is working on getting others updated from 2008.
- ✦ **Compass Training** – We had Compass training a week ago which had not been done in quite some time. This was for the phones, pagers, and Wander Guard systems, which have some very nice features. Some if it was refresher information and other information was updated.
- ✦ **Fall Program** – We do not have a fall program in place, and that was identified in the past week. She is proposing that we do a stop light program. The stop light program is using the red, yellow and green light. The fall risk assessment is completed, but there is no system in place for the CNAs to know what risk the resident is. The pager system can be integrated into our fall prevention program. Discussion held.

**Turn Over Report** – There was one nurse terminated for misconduct and one CNA for job performance. Two RN were hired (one full time and one contingent). Four CNAs were hired (three fulltime and one contingent). One LPN was hired as a contingent nurse.

**Traditional Organization Chart** – Mrs. Wayman asked if a traditional organizational chart for the Facility could be provided with who is in charge and how many individuals report to that individual of the leadership team. Mr. Greer has one and it can be modified. He provides this to the auditors annually. Ms. Laseck agrees that a visual organizational chart is important.

**Conference(s) attended** – Ms. Laseck mentioned she has not attended any conferences.

**State Survey** – Ms. Laseck mentioned that the Plan of Correction was due May 8<sup>th</sup>. She addressed the self report and issues occurring with electronic submission of documents to Lansing. We did clear on the self-report. Surveyor(s) will revisit the building after May 17<sup>th</sup>. She gave the F-tags 225-226, 314, 322 involved. Discussion held.

**Registered Dietician Consultant's Report** – Ms. Laseck e-mailed the Registered Dietician Consultant's report to the Board. It was a very lengthy report consisting of 16-17 pages. Karen mentioned she recognized about a month and a half ago that there were significant concerns in the dietary department, which showed we are out of compliance. Lynn Spalding spent about two and a half days on site and is an expert in this field, testifies before Congress, and reviewed the department in detail. There is a significant need of attention for all areas in that department (sanitation, cool down procedures, temps, adequate menus, stock, labor, food costs/waste, audits, and portion control). Mr. Greer also mentioned he sat down with Lynn and Karen and reviewed Lynn's findings. Mr. Greer mentioned we have never had a Certified Dietary Manager in that position that specializes in that area. Discussion held and questions answered. Our food costs are double of what they should be. Her report is very thorough and the recommendations are a part of the roadmap as we go forward and very important. Mr. Greer mentioned he got together with Karen and looked at where we would need to modify the budget for this department as we go forward.

**AEGIS Concerns** – Ms. Laseck and Mr. Greer mentioned we have some concerns with AEGIS currently. Jennifer Hill was the director of the department but has given notice so she can stay home with her young children. We have a supervisor from Indiana here for couple of weeks and will be working from a satellite office to do the paperwork, bills, etc. We also have a void with the PT position. The individual that was in that position was discharged by Jodi and Amanda for misconduct. We have a PT Assistant and an OT on site daily and AEGIS has two individuals that are candidates for the Director of Therapy position. With contracting therapy, they know who to pick up and when for Parts A and B, they know how to be in compliance, they drive the building, and they take the liability. We do want continuity with the staff. Discussion held. Both Karen and Mike are pleased with the staff from AEGIS.

**Resolution of Concerns from Patricia Blain** – Ms. Laseck mentioned the resolution to her concerns were satisfactory as of May 2<sup>nd</sup> regarding the mattress.

**Chief Financial Officer's Report –**

✦ **Cash Report:** The Cash Report for the month ending April 30, 2014, was distributed in packets. Mr. Greer reviewed and explained the report with the Board. He mentioned that the Maintenance Department is beginning to install the new handrails in the building.

✦ **Financial Report:** The Financial Report ending March 31, 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 April 30, 2014, and the Financial Report ending March 31, 2014, and supported by Mrs. Wayman. Voice votes taken and motion carried.**

✦ **Payables:** The May payables presented earlier today were reviewed and approved for the period ending May 15, 2014 as follows:

4/30/14	\$111,755.91
5/15/14	<u>\$207,920.80</u>
Total	\$319,676.71

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

**Old Business:**

- ✚ **Ambulance Concerns:** No meetings were scheduled. Next meeting is 5/27/14.
- ✚ **Wheel-Way Project:** No updates. Rachel Smolinski is head of Harbor Inc.
- ✚ **Conflict of Interest:** Mr. Simons mentioned that the policy has been revised by Kathy Abbott. The Board approved previously but needs signatures on the policy. Also the Board and management will need to complete the revised Conflict of Interest and have return those to me at your earliest convenience. You asked at the April 30<sup>th</sup> meeting when the last ones were signed. Fred Simons signed it in 1/17/13, Mary Horan signed it on 1/19/13, and Marie Wayman signed it on 12/17/12.
- ✚ **Corporate Compliance** – This document still needs to be reviewed and revised.
- ✚ **Continuation of Special Board Meetings** – Mr. Simons indicated we have forms that need to be updated and discussed prior to the administrator’s annual review in June. We also need to address issues that have been brought up before. Mary mentioned that there was a form that was submitted to go to the management team. The previous administrator in the past has given a report (written and oral) to the board annually. Discussion held. Next meeting is tentatively scheduled for May 20, 2014 at 10 a.m. Kathy Abbott will check to see if the conference room is available at one of the county buildings. Kathy will get with Jan for notice. Notice will be posted once date and time is confirmed.

**New Business:**

- ✚ Annual Performance Review of Administrator: Due in June.

**Communications:** Copy of thank you from the Grace family in packets.

**Public Comment:** none

**Announcements:** none

**Recap & Summary:**

- Kathy Abbott addressed what is and isn’t appropriate to discuss during regular meetings.
- Fred Simons asked about past evaluations available of previous administrator. Mary Horan mentioned the form should be made available but not with previous information. Kathy Abbott will look and see if she has those. Mary mentioned we need some format as to how we will proceed. Jan VandenBerg mentioned that the previous administrator gave an annual verbal report and distributed copies of her report to the Board. Further discussion held.
- Marie Wayman requested Mike to update the organization chart and provide for Board.


- Next scheduled Special Board Planning Meeting – Tuesday, May 20, 2014 at 10 a.m. Place will be e-mailed out.

**Adjournment:** Meeting adjourned at 11:57 a.m.

**Upcoming meetings:**

- Next joint meeting scheduled for June 17, 2014, at 9:30 a.m. at Grandvue MCF in East Jordan.
- Next ECDHS Board meeting scheduled for June 19, 2014, at 9 a.m. for Financials, and at 10 a.m. for Board Meeting.

6/19/14  
Date

  
Fred Simons, Board Chairperson

6/19/14  
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.