

**Emmet County Department of Human Services  
Board Meeting Minutes  
January 17, 2013**

**MEETING CALLED TO ORDER:**

Mr. Simons, ECDHS board chairperson, called the meeting to order at 10 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  
Paul D. Blanchard, M.D., Medical Director  
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. Mrs. Bailey added “E (Approve Policies & Procedures)” under Executive Director, and under “Communications – add newsletter”. Also the Joint DHS Meeting for February will be in Charlevoix on Wednesday the 20<sup>th</sup> at 1 p.m.

**Ms. Wayman made a motion and seconded by Mrs. Horan, 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 **December 20, 2012**, as provided.

**Mrs. Horan made a motion to accept the meeting minutes of December 20, 2012, as distributed, and supported by Ms. Wayman. Voice votes taken and motion carried.**

**PUBLIC COMMENT:** None

**SCHEDULED APPEARANCES:**

Patty McClees, RN, CDON, Director of Nursing – Flu Outbreak  
Paul D. Blanchard, M.D., Facility’s Medical Director – annual report to Board

Director of Nursing, Patty McClees, gave an overview of the recent community flu outbreak. She shared facility processes and communications which took place to control the contagion. Discussion held and questions/concerns were addressed.

Mrs. Bailey introduced Paul D. Blanchard, M.D., Facility's Medical Director. Dr. Blanchard gave his annual review regarding Bay Bluffs and discussed quality measures and how they are interpreted. Dr. Blanchard told the board he now is a certified medical director and will have his certificate hanging at the Facility.

### **EXECUTIVE DIRECTOR'S REPORT:**

1. **Introduction:** Mrs. Bailey introduced Charlie MacInnis, our new county commissioner / board liaison to this board.
2. **Contracts:**
  - Mrs. Bailey reviewed the Retired Senior Volunteer Program (RSVP) program for Emmet & Charlevoix Counties. Discussion held.  
**Mrs. Horan made a motion for chairperson to sign the RSVP contract and was supported by Ms. Wayman. Voice votes taken and motion carried.**
  - Macomb Community College – PT Assistant program for clinical requirements. Mrs. Bailey mentioned this student is a local resident and is working directly with Adam Tsaloff, our physical therapist. Discussion held and questions answered.  
**Ms. Wayman made a motion to reaffirm the Agreement with Macomb Community College and was supported by Mrs. Horan. Voice votes taken and motion carried.**
3. **RETAF Report Review:**

Mrs. Bailey shared with the Board the report received from the Retired Engineer Technical Assistance Foundation. This program was brought to our attention by Paul Hramiec. The assessment was done November 2, 2012. There was no cost to the Facility for this program. Discussion held and questions answered.
4. **Garage Update:** Mrs. Bailey updated the Board on the status of the garage. Hallmark Construction is hoping to complete the project by April or May and is doing an excellent job.
5. **New Facility Van:** Mrs. Bailey mentioned that she spoke with the representative from the state for the new van. It is in the production phase with a possible mid-February date of delivery.
6. **Approval of Facility Credit Card Use policy:** Mrs. Bailey mentioned that the credit card policy was approved at an earlier meeting but some minor changes were made and need to chairperson's signature. Discussion held.  
**Mrs. Horan made a motion to authorize board chair to sign the revised policy and was supported by Ms. Wayman. Voice votes taken and motion carried.**
7. **Quality Assurance Committee Policies & Procedures:** Mrs. Bailey also mentioned that on an annual basis we have approval from the Facility's Quality Assurance Committee and ECDHS Board for the policy and procedure manuals that are reviewed and updated as needed. Original manuals of policies and

procedures are in the executive director's office and staff can view these documents on the computers throughout the building on "N" drive.

**Ms. Wayman made a motion to authorize board chair to sign document and was supported by Mrs. Horan. Voice votes taken and motion carried.**

8. **Conflict of Interest Disclosure:** Mr. Simons asked a couple of questions regarding the Disclosure. Kathy Abbott clarified the concerns.
9. **MCSSA – DHS Board Responsibilities:** Mr. Simons asked for this to be put on the Agenda as to board responsibilities and organization of MCSSA and DHS Board. Because of some of the discussion we have had at MCSSA (Michigan County Social Services Association) meetings and there have been questions about our duties, what we should be involved in, and what MCSSA is involved in. Mr. Simons distributed couple of handouts that describe what the DHS Board member position requires, and requested the board members to review. He is looking for input and comments to be discussed in the future. Discussion held. Kathy Abbott clarified some points as to documents distributed and what she drafted. Any changes that need to be made on documents she has prepared can be accomplished.

#### **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 **December 31, 2012**. Discussion held.
2. Financial Report – Mr. Greer had distributed copies in packets. Mr. Greer reviewed the Financial Report with the Board ending **November 30, 2012**. Discussion held.
3. Accounts Payable/Pre-Pays – These items were discussed and approved earlier today as follows: **12/27/12 - \$100,164.00 and 1/17/13 - \$307,171.72 for a total of \$407,335.72.**

**Ms. Wayman made a motion to accept the Cash Report ending December 31, 2012, and the Financial Report ending November 30, 2012, as distributed and supported by Mr. Simons. Voice votes taken and motion carried. Mrs. Horan had to leave meeting at 11:15 a.m. for an appointment and did not vote.**

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

**UNFINISHED BUSINESS:** Mrs. Bailey stated that Paul Hramiec would be staying on as a member of the Fund Board.

**NEW BUSINESS:** none

**COMMUNICATIONS:** Mrs. Bailey mentioned the newsletter and the letter from Plante Moran. Discussion held as to the Plante Moran letter.


**ADJOURNMENT** – Mr. Simons entertained a motion to adjourn. Ms. Wayman supported motion to adjourn the meeting at 11:47 a.m.

**NEXT MEETING** – The next regular scheduled meeting is for **Thursday, February 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 **Charlevoix on Wednesday, February 20, 2013.**

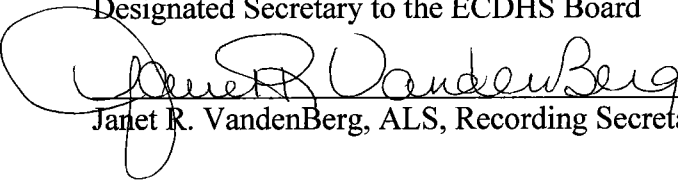
2/21/13  
Date

  
Fred Simons, ECDHS Board Chairperson

2-21-13  
Date

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

2/21/13  
Date

  
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