

EMMET COUNTY DEPARTMENT OF HUMAN SERVICES BOARD
BOARD MEETING MINUTES

December 19, 2013

Fred Simons called the meeting to order at 10:03 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
Janet Vandenberg, Administrative Assistant
Vicki Swanson, Transport CNA/Scheduler
Ken Ford, Transport Driver

Others Present: Charlie MacInnis, County Commissioner / Liaison

Guest(s): Deb and Jim Dishaw

Agenda: Mr. Simons asked if there were any additions / comments to the Agenda. Mrs. Wayman mentioned what she had proposed at the November meeting. Discussion held and Ms. Laseck addressed issues. Mr. Simons mentioned to add under "New Business", Ms. Laseck's six-month evaluation that the Board needs to handle.

Mrs. Horan made a motion to accept the Agenda as submitted and revised, and was supported by Mrs. Wayman. Voice votes taken and motion carried.

Minutes: Mr. Simons asked if there were any additions and/or corrections to the minutes of the November 21, 2013 Board Meeting distributed in the packets. Discussion held and questions were addressed. Ms. Laseck would assist with condensing the minutes and they would be re-submitted to the Board.

Public Comment: none

Scheduled Appearances: none

Administrator:

1. Introductions: Ms. Laseck introduced Vicki Swanson, Resident Scheduler / Transport CNA, and Ken Ford, Transport Driver. Both gave a brief overview of what their jobs entail. Mrs. Horan mentioned that she received a wonderful response from a family who had to place a family member in the Facility and felt the Board needed to know this.
2. Facility Reported Incident: Ms. Laseck told the Board that there were two FRIs reported and facility cleared and was not cited on either FRI.
3. Beautician: We have our new beautician on board. Virginia's contract was drawn up by Kathy Abbott and the final contract was sent to Board in the packets.
4. OnShift Software: Ms. Laseck did mention we are having difficulties with scheduling nursing staff and this new software will help tremendously. Contract was signed and this

will start February 1. Discussion held. Mr. Greer stated we did not need to have the Board review as we purchased the software and was under the monthly allowable expense.

5. Month-to-Month Report (Priorities): This will be done monthly and will be classified as work in progress.
 - SDS Manuals – Ms. Laseck mentioned the (SDS) Safety Data Sheets used to be classified as (MSDS) Material Data Safety Sheets. These are sheets that list all chemicals kept in the Facility. All of these sheets give standardized explicit instructions as what to do when a chemical spill of any kind takes place. These are mandated by OSHA regulations. All two hundred employees needed to be educated on the SDS regulations by December 1.
 - Beautician Contract – Ms. Laseck stated this was completed and was in place by December 9, 2013, when she started serving our residents.
 - Clinical Site for Training NA Students – Ms. Laseck stated she received a letter from the State of Michigan re-instating us to be a clinical site for training nurse aides and had applied for a waiver. Discussion held and questions were answered.
 - Re-enrolling in the Advancing Excellence Program – Ms. Laseck indicated this is a national project and every nursing home should be involved in. Diana Bailey was listed on the program, but no one within the Facility knew anything about it. She explained what the program consists of, what needs to be done and data submitted. Lynne and Karen will be listed as contacts and she has re-enrolled the Facility. Discussion held and questions answered.
 - Enhanced Dining – Ms. Laseck mentioned we have talked about this and did some evaluation for the resident dining areas regarding flatware, dishes, glassware, table covers, etc. Discussion held.
 - Music / Television – Concerns have been aired regarding the televisions and music being played in the dining rooms. Karen addressed the concerns. Discussion held.
 - Front door – Due to the cold and stormy weather recently, Karen had contacted the door company, which was unsuccessful, and Lyn Johnson, County Controller, regarding the issues with the front doors at the Facility and the potential elopement risk for some of our residents.
 - Gaslight Media – The new website is on hold due to some major overhauling that needs to be done. We will start on this again after the first of the year.
 - Clocks in Resident Rooms – Uniform wall clocks that are battery operated have been received and will be installed in the resident's rooms after the first of the year.
 - TV Project – It was mentioned that half of the televisions have been installed and the remainder will be installed by this weekend and the system turned on.
 - Resident Council / Family Council – Resident Council is a time for residents only to air their concerns, questions, etc. Family Council is a time for family members to attend and ask questions regarding resident issues. Mrs. Wayman requested a copy of the announcement for the next Family Council meeting.
6. Turnover / On-boarding Report: Karen Laseck gave the Board a printout as to turnover in staff but did not include on-boarding. The report included how many quit or were

terminated and why. Her turnover report went back to January. Discussion held and questions were answered.

7. MCMCFC Information / Highlight Report: Ms. Laseck has not attended any conferences since the last Board meeting. Discussion held. Mr. Greer will give the Board an analysis in January as to what groups we belong to, what the cost is and when dues are due.

Chief Financial Officer:

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

Mrs. Horan made a motion to accept the Cash report ending November 30, 2013, and Financial report ending October 31, 2013, and supported by Mrs. Wayman. Voice votes taken, motion carried.

3. December payables: The December payables were reviewed and approved earlier today for the period ending December 19, 2013, during the Financial Meeting.

12/03/13	\$ 18,182.68
12/06/13	\$ 70,000.00
12/19/13	<u>\$874,989.17</u>
Total	\$963,171.85

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

4. Questions regarding Accounts Payable: Mr. Greer asked if there were any additional questions on the payables today. No questions received.
5. McLaren – NM Laundry Services: Mr. Greer mentioned to the Board we received a renewal contract for one year period with a significant increase in costs. Discussion held as to what the costs might be to process laundry in-house, space available, etc.

Mrs. Wayman made a motion to approve the one-year contract with McLaren – NM for laundry services. Mrs. Horan supported the motion. Roll call vote taken: Fred Simons (YES), Marie Wayman (YES), and Mary Horan (YES).

Unfinished Business: Mr. Simons asked if the garage was being used. Ms. Laseck indicated the buses are being parked in the garage when not in use, and the cage and steel shelves are up for the medical records, financial records, etc. Boxes have been taken to the cage in the garage's storage area for this purpose.

New Business: Mr. Simons then mentioned we need to set up a time and date to do a six-month review of administrator. There is a generic form available but needs to be reviewed.

Communication: None

Public Comment: Mr. & Mrs. Jim Bishaw was present for portion of the board meeting. He was concerned still with some issues regarding his mother-in-law and issues addressed at the last

meeting. Concerns addressed by his mother-in-law as to staff issues, food to salty, turnover rate and communication gap between floor staff and administration.

Ms. Laseck and Mr. Greer addressed the issues mentioned. There has been a lot of effort placed on concerns, changes, etc., which were addressed earlier today. Previous administration did not function the way that she functions in this capacity as administrator. She has an open door policy and has empowered her directors to address issues with their staff first that families and/or residents have. This building is unique as our nursing staff works three twelve-hour days out of a seven-day week. So you will not have the same nurse and/or CNA every day of the week. The majority of the other staff works eight to ten-hour days. Further discussion held.


Recap: Additions requested to Agenda, six month review, continue two reports, pay structure summary.

Meeting Adjourned: Mr. Simons entertained a motion to adjourn at 12:10 p.m.

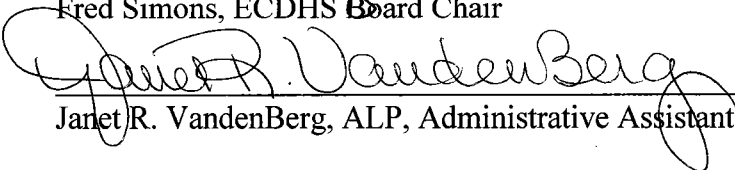
Upcoming Meetings: Charlevoix – Emmet County DHS Meeting will be held, January 16, 2014, at 1:30 p.m. in Petoskey. Next regular ECDHS Board Meeting at Bay Bluffs is scheduled for Thursday, January 23, 2014.

1/27/2014
Date

1/23/14
Date



Fred Simons, ECDHS Board Chair



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.