

**EMMET COUNTY DEPARTMENT OF HUMAN SERVICES BOARD
SPECIAL BOARD MEETING MINUTES
May 2, 2013**

Fred Simons, ECDHS Board Chair, called the meeting together at 8:05 a.m. at Bay Bluffs.

ECDHS Board Present: Fred Simons, Mary Horan and Marie Wayman.

Also in attendance: Charlie McInnis, Mike Greer, Bob Dunn and Janet VandenBerg.

Approval of Agenda: Fred Simons asked for approval of the agenda for today's meeting.

Marie Wayman made a motion to accept Agenda as provided and supported by Mary Horan. Voice votes and motion carried.

Eric Conway, auditor with Plante Moran was introduced and then distributed the Financial Report ending 12/31/12. He explained the audit process and mentioned that the format has changed from previous year. Discussion held and questions answered.

Mr. Conway then apprised the board on:

- new accounting pronouncements,
- fully funded Defined Benefit Pension Plan and how to fully fund it,
- State of Michigan Pilot Program starting 11/1/14,
- spoke about financial ratios (covering pages 4-7, 9-10, 12-14),
- In-House Therapy vs. Outsourcing Therapy
- Industry Updates,
- Michigan Initiatives
- National Initiatives
- RAC – Recovery Audit Contractor Audits
- Federal Government – Better Care Management
- Changing Environment of Senior Care – Clinical Mandatory Corporate Compliance
- OIG to name a few.

The Board thanked him for an excellent audit presentation. Fred Simons entered a motion to adjourn this part of the meeting and take a five-minute break.

Mary Horan made a motion to adjourn this portion of meeting and take a five-minute break at 10:35 a.m. Marie Wayman seconded motion. Voice votes taken, carried.

A special committee meeting reconvened at 10:36 a.m. to address the Board's recommendation for a new administrator. Fred Simons, Mary Horan, Marie Wayman, Charlie McInnis, Kelly Raredon, Patty McClees, Mike Greer, Bob Dunn and Janet VandenBerg were in attendance.

Discussion was held as to next step. Mike Greer mentioned he had placed a call to his reference but had not heard back from that individual. Patty McClees placed a call to her reference by the name of Marie Patrick. She stated she knew Karen Laseck as a consultant and administrator for seven years. Karen is a very professional, knowledgeable and wished her luck in this endeavor. Kelly Raredon had placed two

calls to her reference and had not received a call back as of a few minutes ago. Discussion held as to the consultant position she currently holds. Board discussed proposed salary requested, benefits, etc. Mike Greer indicated he left room for negotiating and will place a call to her offering her the position. A draft of a contract was sent over by Kathy and the board needs to look it over and questions will need to be addressed between Kathy and the Board. Further discussion held. It was recommended that they go for a one-year contract this time and then when it is time for renewal they can look at a possible three-year contract. Fred Simons entertained a motion to adjourn and was supported by Mary Horan. Special meeting concluded at 11:25 a.m. Approved.

Fred Simons then reconvened the Special Board meeting to discuss PTO issue at 11:27 a.m. Mr. Simons mentioned he received a letter attached to an e-mail from Diana Bailey requesting her PTO payout. He distributed copies of the e-mail to the board members. Present were: Fred Simons, Mary Horan, Marie Wayman, Bob Dunn, Mike Greer and Janet VandenBerg.

Letter was reviewed and discussion held. Mike Greer gave an insight into the differences between her contract and the Employee Handbook. Contract had a 90-day clause and the handbook has a 4 week clause. It also stated all scheduled shifts prior to leaving had to be completed. Discussion was held between what took precedence (employee handbook or contract). Final discussion held.

Mary Horan made a motion to not approve the PTO request as the contract was not followed under the 90-day notice and the handbook requiring all scheduled shifts must be worked prior to termination. Marie Wayman seconded the motion. Voice votes taken: Fred Simons (Abstained), Mary Horan (YES), Marie Wayman (YES). Vote carried.

Letter will be written and then approved by Kathy Abbott. Fred Simons will then sign as Board chair.

Motion to adjourn meeting at 11:45 a.m. was entertained by Board Chair, Fred Simons. Mary Horan and Marie Wayman both approved adjournment.

May 16, 2013
Date


Fred Simons, ECDHS Board chair

Date

Janet R. VandenBerg, ALS, Recording Secretary