

**EMMET COUNTY DEPARTMENT OF HUMAN SERVICES BOARD
BOARD MEETING MINUTES
July 17, 2014**

Fred Simons, Board chair, called the meeting to order at 10:00 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: Mary Clark, Purchasing Officer

Staff Absent: Michael Greer, Chief Financial Officer

Sonia Bosley, Interim Administrator

Others Present: Kathy Abbott, Esq., Civil Counsel

Others Absent: Charlie MacInnis, Liaison to Board/County Commissioner

Guest(s)/Others Present: None

Agenda:

Minutes: Mr. Simons asked if there were any additions and/or corrections to the minutes of the July 3rd special meeting, July 9th special meeting, June 23rd closed meeting, June 30th, and the June 19th open and closed meetings as distributed in the packets. Discussion held to determine if open/special meeting minutes could be accepted as a group. Consensus was yes. Closed meetings would be voted upon separately.

- **Motion made to accept meetings for open minutes, support. Voice votes taken and motion carried.**

- **Motion made to accept closed meeting minutes, supported and approved.**

Public Comment: None

Scheduled Appearance: None

Administrator's Priorities Report: No Report

Turn Over Report: No Report

Chief Financial Officer's Report- Mr. Greer was absent from the meeting, but provided his reports and comments to the Board members.

- **Financial Report:** Approval moved, seconded. No discussion. Voice votes taken and motion carried.
- **Payables:** Motion to approve and pay the bills as reviewed by the Board. Motion supported, no further discussion. Roll call votes taken: Fred Simons (YES), Marie Wayman (YES), Mary Horan (YES). Roll call vote passed.
- **Review and Approval of 2014 Emmet County Senior Millage Request:** Resolution of Intent is needed. **Motion made to authorize Bay Bluffs to submit application for 2015. Motion supported, no discussion. Voice Votes taken, motion carried.** Attached to

application was affirmation of nondiscrimination, which was previously approved by the Board.

Old Business:

- **Corporate Compliance-** To be discussed with Interim Administrator to ensure that the Board and in-house have the training needed to be in compliance.

New Business:

- **Request for Board Review of Employee Disciplinary Action-** If individuals that felt that action taken against them was unwarranted, during tenure of previous administrator, they can submit to Board for review. Two people did so. Copies of both requests were included. Neither employee requested closed session.
 - **April 8th, 2014-** Request documentation of disciplinary action be removed from employee file. Verbal counseling received in writing was not warranted. This particular action was previously discussed by the Board, regarding maintenance request that was filed for securing doors. Disciplinary action was taken for not following through to make sure maintenance received request. Mr. Simons does not believe disciplinary action was warranted. **Mr. Simons motions that disciplinary action be expunged. Motion was seconded and supported. Voice vote taken, motion carried.**
 - Discussion of how to ensure action is expunged. Mr. Greer was directed to oversee expungement and report back to Board.
 - **Same incident, different employee-** Based on write up, **motion made to expunge discipline from file. Voice vote taken, motion carried.**
 - Discussion of how to inform employees. Suggested that HR meet with employees to inform them of the Board's decision. Also discussed that Board write letter to employee, to be passed along by HR, informing them of the decision to expunge incident from employee personnel file. Ms. Abbott mentions that the Board has previously provided written documentation to employees when reviewing actions. Board came to consensus that providing letter is the best course of action to be consistent with previous actions.

Communications: None

Public Comment: None

Announcements: At August 21st meeting, directors/ department heads will present. Discussion of preparation of Ms. Bosley and department heads for this meeting. The Board will circulate draft agenda before the meeting.

Recap & Summary:

- Senior millage documents will be prepared for Mr. Greer's return. Ms. Abbott will make sure Mr. Greer has all necessary documents.
- Board Chairman will write letters regarding review of employee disciplinary action.


- Preparation for next meeting (August 21st)

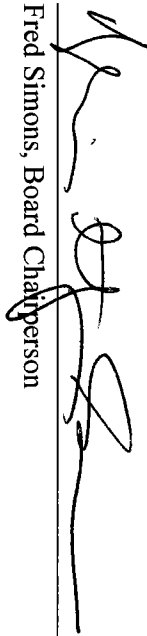
Adjournment: Meeting adjourned 10:41 a.m.

Upcoming Meetings:

- Next joint meeting scheduled for _____ in Charlevoix. Calendar was not accurate.
- August 18th-20th MCS Estate Conference- Mr. Simons will attend, not sure of anyone else.
- Next ECDHS Board Meeting scheduled by August 21st at 9 a.m. for Financials, and at 10 a.m. for Board Meeting

Ms. Abbott: Looking back at the meetings from June and July, Fred has been great. Everyone has been very engaged and involved. She commends the Board. Board commends Ms. Abbott. The Board believes that the right process was followed, and will apply it going forward.


Date 9/18/14


Fred Simons, Board Chairperson

Date 9/18/14


Mary Clark, Recording Secretary

Copies to: Mary Horan, Marie Wayman, Fred Simons, Kathy Abbott, Charlie Machinis, Sonja Bosley, Michael Greer, Gail Martin and Marilyn May.