
**EMMET COUNTY DEPARTMENT OF HUMAN SERVICES BOARD
BOARD MEETING MINUTES
JUNE 20, 2013**

Meeting called to Order:

Meeting was called to order by Fred Simons, Board Chairperson at 10:18 a.m.

Roll call:

Board present: Fred Simons, Board Chairperson
Mary Horan, Board Vice Chairperson
Marie Wayman, Board Member

Board Absent: None

Staff Present: Karen Laseck, RN, BSN, LNHA – Administrator
Michael Greer, CPA – Chief Financial Officer
Travis Johnecheck, RN – Admission Coordinator
Walter Ochs – Maintenance Director
Janet VandenBerg, ALP – Recording Secretary

Others Present: Kathy Abbott, Esq. – Emmet County Civil Counsel

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

Approval of Board Agenda:

Mr. Simon asked if there were any additions or corrections to the Agenda provided. The Agenda was amended as follows: Mr. Greer asked that we add “Affirmation of Non-Discrimination – Senior Millage and show Mr. Greer as the contact for all future Senior Millage correspondence.

Mrs. Horan made a motion to accept the Agenda as provided and amended. Mrs. Wayman supported the motion. Voice votes taken, motion carried.

Approval of Board Minutes:

Mr. Simon asked if there were and corrections / additions to the Board minutes for May 16, 2013 as provided. The Minutes were amended as follows: grammatical change per Karen.

Mrs. Wayman made a motion to accept the minutes as provided and amended. Mrs. Horan supported the motion. Voice votes taken, motion carried.

Public Comment: None

Administrator:

Karen Laseck, LNHA, introduced Travis Johnecheck, RN, Admissions Coordinator, to the board members. Travis Johnecheck replaced Mary Hemstreet and then gave his background and also felt this position was to follow Board recommendations by keeping the Facility’s census at full capacity as much as possible. Travis explained the waiting list process, and that potential residents at home on Hospice care are not receiving 24/7 coverage, as they would receive in a nursing home. Bay Bluffs’ staff oversee the daily care of all residents and Hospice workers

come in periodically to check on status of their resident and offer their assistance as needed. Travis mentioned that he is working with the discharge staff at McLaren – Northern Michigan to keep our facility full with Medicare patients and others needing long term care. Travis mentioned that Medicare reimbursement is a higher rate than either private or Medicaid payments. He would like to see the Facility have a Medicare “wing”, which would help us keep it full if we were able to have multiple beds for Medicare residents, and some serious thinking should be placed on this option. The Board welcomed and thanked Travis for his efforts as Admissions Coordinator.

Karen Laseck, LNHA, then introduced Walter Ochs, Maintenance Director, to the Board. Walter has replaced Scott Pearson. Mr. Ochs gave an update on the garage project and concerns that he has addressed with Ms. Laseck. Mr. Ochs gave the board a synopsis of his background and previous experience, and what he would like to see accomplished in the Maintenance Department with his staff and for the Facility. The Board thanked Walter and welcomed him aboard.

Ms. Laseck explained to the Board that Travis is very energetic, his spirit unbreakable and determined to succeed in this position. She then explained that Walter is a phenomenal individual, she is working closely with him and that he has a lot of responsibilities in position.

Ms. Laseck stated that she feels that a relationship with the entire staff is of utmost importance. She expects realignment of some positions and structure but no one eliminated. With these realignments she said responsibilities will change. Discussion included streamlining some of the processes with the realignments and that we need to be open-minded. Change can be positive but with resistance can always come into play.

Ms. Laseck then gave the Board information that Walter and she received from Hallmark, the general contractors on the garage project. She mentioned that Hallmark representatives stated we should have occupancy by July 7. Discussion was held as to equipment stored, storage concerns, cost containment, inventory control and the tagged list of things still needed to be completed.

Chief Financial Officer’s Report:

Cash Report - Mr. Greer previously distributed the Cash Report ending May 31, 2013 to the Board. Mr. Greer reviewed the report with the Board and discussion held.

Financial Report – Mr. Greer previously distributed the Financial Report ending April 30, 2013 to the Board. Mr. Greer reviewed the report with the Board and discussion held.

Mrs. Horan made a motion to accept the Cash Report ending May 31, 2013 and the Financial Report ending April 30, 2013 as distributed and supported by Mrs. Wayman. Voice votes taken and motion carried.

Questions & Answers re: A/P and Pre-pays – Mr. Greer asked if the Board had any questions and/or concerns from the Finance Meeting held earlier today. Discussion held.

Mr. Greer mentioned that Ms. Laseck and he will be attending the July meeting at the County. Mr. Greer mentioned if there were any questions / concerns on any of the bills submitted to set them aside and he will come in at the end of their meeting and review them with the Board. Mr. Greer stated we do not have an on-site IT Department, but utilize the services of Empiric Solutions and they are in the process of updating our servers. He also stated we have used XP and Windows 7 and now those have been updated. He mentioned that the Optimus Electronic Medical Records (EMR) is currently not reliable and our contract expires in November of 2013. We are in the process of reviewing other programs that will work closely with MDI Matrix, etc. Further discussion took place.

Accounts Payable / Pre-Pays –

The totals provided by Toni Adams are as follows:

6/05/13	-	\$174,035.63
6/20/13	-	<u>\$358,128.22</u>
		\$532,163.85

Mrs. Horan made a motion to approve bills reviewed by the Finance Committee and approved by the DHS Board as presented in June for payment. Mrs. Wayman seconded the motion. Roll call vote taken: Fred Simons (YES), Mary Horan (YES), Marie Wayman (YES). Roll call vote passed.

Communications:

Mr. Greer informed the Board that the Alkema family recently gave \$300 to the Employee Fund and thanked staff for the excellent care his wife and their mother received during her stay on Birch Boulevard.

Public Comment: None

Unfinished Business: None

New Business:

- **501(c)(3)** organization regulations, compensation, etc. was addressed by Mary Horan who had submitted a sheet for distribution from a well-known individual who has served on various non-profit organizations. Discussion held.
- **Fund Dinner** – Mr. Simons indicated the Fund Dinner had a great turnout, little less than last year, but still an approximate Three Thousand Dollars (\$3,000) profit was earned. The Silent Auction had some fantastic gifts to bid on plus there was a 50/50 drawing held and Audrey Walli, Fund Board member, gave her winnings back to the Fund. Mr. Simons mentioned we can offer scholarships again this year. Kathy Abbott will provide documentation needed for applying for scholarships.
- **Fund Board Candidates** – Discussion was held as to the potential candidates for the Fund Board. A spreadsheet was prepared with names and terms of all board members who served and are currently on the Fund Board. No applications for the Fund Board were available to board members. Discussion held. More discussion in July. Ms. Laseck commented that she is not ready to commit to a Fund Board position at this time.

She has only been here less than one week and has to get acclimated to the Facility as administrator.

- **Affirmation of Non-Discrimination/Senior Millage** – Mr. Greer stated he received the Senior Millage application from Gail Martin for 2014. Mr. Greer stated he need to have the Board approve the “Affirmation for Non-Discrimination – Senior Millage” and to authorize Mr. Greer to complete the application and be the contact for this.

Mrs. Horan made a motion to authorize the approval of the Affirmation of Non-Discrimination – Senior Millage for 2014, and authorize Mr. Greer as the designated party to complete any and all documentation. Mrs. Wayman supported the motion. Voice votes taken, motion carried.

- **Rules of Procedure:** Kathy Abbott will revise the Rules of Procedure.
- **Today’s Recap:** Mrs. Wayman requested that we add a section at the end of the meeting to recap things that need addressing at a future date, what transpired today, etc. This will be added before adjournment in the future (Next step – Financial Review at end of Finance Meeting; Fund Board approval of Paul Hramiec as board member).


Meeting Adjourned:

Mr. Simons entertained a motion to adjourn. Mrs. Wayman supported the motion. Meeting adjourned at 12:25 p.m.

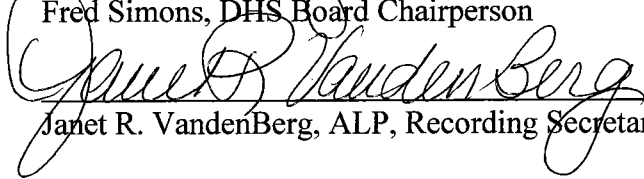
Next Meetings: The next regular board meeting is scheduled for **Thursday, July 18, 2013**, with the Finance Meeting at 9 a.m. and board meeting at 10 a.m. Joint DHS meeting will be held at 1 p.m. in Petoskey on **Wednesday, July 17, 2013**.

7/18/13
Date

7/18/13
Date



Fred Simons, DHS Board Chairperson



Janet R. Vandenberg, ALP, Recording Secretary

Copies to: Fred Simons, Mary Horan, Marie Wayman, Kathy Abbott, Charlie MacInnis, Karen Laseck, Michael Greer, Toni Adams, Noreen Strange, Gail Martin, Marilyn May.