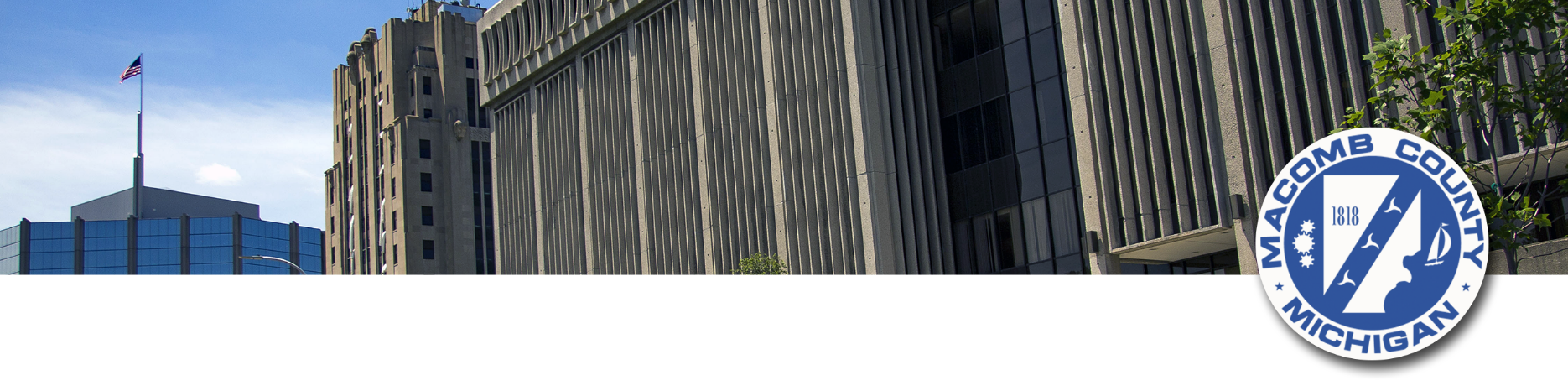
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**Governing Board**

Janice Nearon

Dr. Patrick Thompson

Rev. Ralph Brown

**Executive Director**

Kevin Evans

DATE/TIME: Friday, July 27, 2018 10:30 AM

HUMAN SERVICES BOARD: Martha T. Berry Governing Board Meeting

COMMITTEE CHAIR: Janice Nearon

LOCATION: 43533 Elizabeth Road, Mount Clemens, Michigan, 48043

**MINUTES**

1. Call to Order

The meeting was called to order at 10:45 AM. Present for the meeting was Janice Nearon, Patrick Thompson. Also present were Kevin Evans, Barb Bommarito, Carol Tucker, Jeff Ostermeyer, Emily Pelyak, Ginger Yahner and Tabitha Dluge.

Rev. Ralph Brown was excused.

1. Adoption of Agenda

a) July 27, 2018

Patrick Thompson motioned to adopt the July 27, 2018 agenda. Janice Nearon seconded the motion. **The Motion Passed.**

Vote Summary: (2 – 0 - 0)

Aye – Janice Nearon, Patrick Thompson

Nay – None

Abstain – None

3. Approval of Minutes

a) June 22, 2018 and July 6, 2018

Patrick Thompson motioned to approve the minutes of June 22, 2018 and the minutes of the strategic planning session on July 6, 2018. Janice Nearon seconded the motion. **The Motion Passed.**

Vote Summary: (2 – 0 - 0)

Aye – Janice Nearon, Patrick Thompson

Nay – None

Abstain – None

4. Public Participation

None

5. Current Invoices

a) Check run –

Patrick Thompson motioned to approve the invoices and payments as presented. Janice Nearon seconded the motion. **The Motion Passed.**

Vote Summary: (2 – 0 - 0)

Aye – Janice Nearon, Patrick Thompson

Nay – None

Abstain – None

6. Finance – Jeff Ostermeyer and Barb Bommarito

1. Receive and file

Revenue and expenses

Year to date higher than budgeted expenses due to agency use (nursing shortage), utility bill issue being roughly four times higher than projected, unplanned education and investigation to respond to allegations, temporary Director of Nursing expense, collections.

Check Registers

6/22/2018 – 7/13/2018

Average Daily Census

194.91 average daily census to date/202.63 census for June

1. Approval of annual operating budget –

Mr. Evans and Mr. Ostermeyer presented the 2018 operating budget at strategic planning session on July 6, 2018. Discussion included we start this soon as a courtesy to the county, as we will not know MTBs reimbursement rate until October and won’t know health care costs until November. Final adjustments will be made to the budget and presented to board prior to year-end.

Patrick Thompson motioned to approve the annual operating budget. Janice Nearon seconded the motion. **The Motion Passed.**

Vote Summary: (2 – 0 - 0)

Aye – Janice Nearon, Patrick Thompson

Nay – None

Abstain – None

7. HR Director’s Discussion – Carol Tucker

1. Receive and File

The Board reviewed the following reports:

Union Summary

Grievances

Turnover and Personnel Report (3.04% over turnover rate for month of June)

Agency report

Employee Handbook –

Attorney Steve Gerard reviewed and recommended changes the Handbooks with the recommended changes were given to Board members. The Board tabled the motion to approved until the next meeting to give the absent member a chance to review.

8. Approval Items

a) Approve Policies –

Kevin Evans explained the policies presented were reviewed and updated per survey issues or were simplified so employees can more easily follow.

Patrick Thompson motioned to approve the following policies: Patient Lifts, Repositioning Resident in Bed, Choking, Falls – Clinical Protocol, Residents’ Rights Regarding Treatment and Advanced Directives, Incontinence and Medication Storage. Janice Nearon seconded the motion. **The Motion Passed.**

Vote Summary: (2 – 0 - 0)

Aye – Janice Nearon, Patrick Thompson

Nay – None

Abstain – None

9. Director’s Report

a) Position of Jackie Hudy

Kevin Evans recommended that Jackie Hudy’s position be converted from Environmental Services and Inventory Coordinator to Support Services and Inventory Supervisor.

Janice Nearon motioned to allow Jackie Hudy to become Support Services and Inventory Supervisor and move to the next level on pay scale. Patrick Thompson seconded the motion. **The Motion Passed.**

Vote Summary: (2 – 0 - 0)

Aye – Janice Nearon, Patrick Thompson

Nay – None

Abstain – None

b) Updated Collections Policy

Kevin Evans introduced the need to update the collections policy. Emily Pelyak explained the changes that were made to assure we have the ability to timely collect, and how the policy should clarify how we interact with Pending Medicaid residents.

A draft of the recommended updates to the collections policy was provided to Board members by Ms. Pelyak. A final draft inclusive of these recommendations will be presented at the next month’s agenda for approval.

c.) Kevin Evans mentioned the employee, resident and family satisfaction surveys will be available for next Board meeting.

10. Closed Session

None.

11. Adjournment

Janice Nearon motioned to adjourn the meeting at 11:43 AM. Patrick Thompson seconded the motion. **The Motion Passed.**

Vote Summary: (2 – 0 - 0)

Aye – Janice Nearon, Patrick Thompson

Nay – None

Abstain – None