



MACOMB COUNTY  
**Martha T. Berry**  
MEDICAL CARE FACILITY  
*Serving the Community Since 1950*  
43533 Elizabeth Road | Mount Clemens, Michigan, 48043  
Phone: 586-469-5265 | [www.marthatberry.org](http://www.marthatberry.org)

Governing Board  
Janice Nearon  
Dr. Patrick Thompson  
Rev. Ralph Brown

Executive Director  
Kevin Evans



DATE/TIME: Thursday, December 28, 2017, 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 10:55 AM. Present for the meeting were Patrick Thompson, Janice Nearon, Rev. Ralph Brown. Also present were Barb Bommarito, Jeff Ostermeyer, Jackie Schantz, Jeff Maeder, Carrie Felton, Kevin Evans, Mike Keys and TJ O'Connor.

### 2 Adoption of Agenda

Patrick Thompson motioned to adopt the 12/28/17 agenda. Rev. Ralph Brown seconded the motion. **The Motion Passed.**

Vote Summary: (3 - 0 - 0)

Aye - Janice Nearon, Patrick Thompson, Rev. Ralph Brown

Nay - None

Abstain - None

### 3 Approval of Minutes

#### a) November 27, 2017

Patrick Thompson motioned to approve the November 27, 2017 minutes. Rev. Ralph Brown seconded the motion. **The Motion Passed.**

Vote Summary: (3 - 0 - 0)

Aye - Janice Nearon, Patrick Thompson, Rev. Ralph Brown

Nay - None

Abstain - None

### 4 Public Participation

None

5 Correspondence

None

6 Kitchen Pricing Update/Project Review

Kevin Evans, Jeff Maeder and TJ O'Connor with Kingscott discussed the current market increases and the first quote of the project. The initial numbers are higher than expected due to a stronger construction market and inflation of about 5% annually. The team will continue to look for ways to contain cost.

Patrick Thompson motioned to continue to support the building renovations . Rev. Ralph Brown seconded the motion. **The Motion Passed.**

Vote Summary: (3 - 0 - 0)

Aye - Janice Nearon, Patrick Thompson, Rev. Ralph Brown

Nay - None

Abstain - None

7 Current Invoices

a) Review of invoices to be paid - Barb Bommarito

Patrick Thompson motioned to approve the invoices to be paid in the amount of \$202,597.97 Rev. Ralph Brown seconded the motion. **The Motion Passed.**

Vote Summary: (3 - 0 - 0)

Aye - Janice Nearon, Patrick Thompson, Rev. Ralph Brown

Nay - None

Abstain - None

8 Receive and File

a) Statistical Report - Jeff Ostermeyer

b) Percent (%) of Occupancy - Jeff Ostermeyer

c) Average Daily Census - Jeff Ostermeyer

d) Review of Paid Invoices - Barb Bommarito

Dr. Patrick Thompson left the meeting @ 12:10 pm.

e) Revenue & Expenses - Jeff Ostermeyer

f) Net Position - Jeff Ostermeyer

g) Personnel Report - Carol Tucker

h) Union Summary - Carol Tucker

i) Agency Report - Carol Tucker

j) Turnover Report - Carol Tucker

k) Compliance Report - Kevin Evans

Rev. Ralph Brown motioned to approve the Statistical Report, % of Occupancy, Census Report, Paid Invoices, Revenue & Expenses, Balance Sheet, Personnel Report, Union Summary, Agency Report, Turnover Report and the Compliance Report. Janice Nearon seconded the motion. **The Motion Passed.**

Vote Summary: (2 - 0 - 0)

Aye - Janice Nearon, Rev. Ralph Brown

Nay - None

Abstain - None

9 Approval Item(s)

a) Business Office - Change of work hours

Barb Bommarito, Business Office Manager discussed the three active positions in her department that do not get paid lunch, whereas all other active positions get a paid lunch.

Rev. Ralph Brown motioned to approve the (3) AFSCME employees in the Business Office that are currently paid 7 1/2 hours with a 1/2 hour lunch to now work an 8 hour day with a paid lunch; whereas there are only 3 hourly positions that are being paid lunch. Janice Nearon seconded the motion. **The Motion Passed**

Vote Summary: (2 - 0 - 0)

Aye - Janice Nearon, Rev. Ralph Brown

Nay - None

Abstain - None

b) Bank Signatures

Rev. Ralph Brown motioned to approve Larry Rocca, County Treasurer, Janice Nearon, Board Chair, and Kevin Evans, Executive Director to be official signers on the Hantz Bank Principal Business – Flexible Spending Account, Chase Medical Operating Social Welfare Fund Account, Chase Medical Payroll Account, Chase Social Welfare Fund Account and the Chase Commercial Comm Checking w/int - PF – Account. Janice Nearon seconded the motion. **The Motion Passed.**

Vote Summary: (2 - 0 - 0)

Aye - Janice Nearon, Rev. Ralph Brown

Nay - None

Abstain - None

c) Macomb County Resolution No. R16-124

Rev. Ralph Brown motioned to adopt Macomb County's 2016 Resolution No. R16-124. Janice Nearon seconded the motion. **The Motion Passed.**

Vote Summary: (2 - 0 - 0)

Aye - Janice Nearon, Rev. Ralph Brown

Nay - None

Abstain - None

d) Director of Quality & Compliance Job Description

Rev. Ralph Brown motioned to approve the Director of Quality and Compliance Job Description and position. Janice Nearon seconded the motion. **The Motion Passed.**

Vote Summary: (2 - 0 - 0)

Aye - Janice Nearon, Rev. Ralph Brown

Nay - None

Abstain - None

e) Pneumococcal Vaccine Policy

f) Isolation Precaution Policy

g) Transmission Based Precaution Policy

h) Influenza Vaccine Policy

i) Medication Regimen Policy

Rev. Ralph Brown motioned to approve the Pneumococcal Vaccine Policy, Isolation Precaution Policy, Transmission Based Precaution Policy, Influenza Vaccine Policy and the Medication Regimen Policy. Janice Nearon seconded the motion. **The Motion Passed.**

Vote Summary: (2 - 0 - 0)

Aye - Janice Nearon, Rev. Ralph Brown

Nay - None

Abstain - None

j) 2018 Meeting Calendar

Rev. Ralph Brown motioned adopt the 2018 Social Services Board Meeting Dates. Janice Nearon seconded the motion. **The Motion Passed.**

Vote Summary: (2 - 0 - 0)

Aye - Janice Nearon, Rev. Ralph Brown

Nay - None

Abstain - None

k) 2018 Conferences

Annually the Executive Director is required to attend approved conferences to maintain a Nursing Administrator License. By Agreement the board reviews and approves the Executive Director's offsite education conferences.

Rev. Ralph Brown motioned to approve the 2018 Conferences. Janice Nearon seconded the motion. **The Motion Passed.**

Vote Summary: (2 - 0 - 0)

Aye - Janice Nearon, Rev. Ralph Brown

Nay - None

Abstain - None

I) Discussion/Motion By-Laws

Rev. Ralph Brown motioned to declare that effective immediately, the Bylaws, Governing Rules, and Regulations of Martha T. Berry Medical Care Facility which were adopted by the board on August 31, 2007, are terminated and of no further effect. Janice Nearon seconded the motion. **The Motion Passed.**

Vote Summary: (2 - 0 - 0)

Aye - Janice Nearon, Rev. Ralph Brown

Nay - None

Abstain - None

10 Director's Report

a) Resident story

11 Closed Session

None

12 Adjournment

Rev. Ralph Brown motioned to adjourn @ 1:24 pm. Janice Nearon seconded the motion. **The Motion Passed.**

Vote Summary: (2 - 0 - 0)

Aye - Janice Nearon, Rev. Ralph Brown

Nay - None

Abstain - None