



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

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

Executive Director
Kevin Evans



DATE/TIME: Friday, February 22, 2019, 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 10:31 AM. Present for the meeting were Rev. Patrick Thompson, Rev. Ralph Brown, Janice Nearon.

Also present for the meeting was Suzanne Stewart, Carol Tucker, Christine Luyeho, Emily Pelyak, Jeff Ostermeyer, Mike Keys, Patti Dibb, Ginger Yahner, and Tabitha Dluge.

2. Adoption of Agenda

Rev. Thompson motioned to approve agenda as presented. Rev. Brown seconded the motion. **The Motion Passed.**

Vote Summary: (3 - 0 - 0)

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

Nay - None

Abstain - None

3. Approval of Minutes

a) Approval of January 25th meeting Minutes.

Rev. Thompson motioned to approve the January 25th meeting minutes. Rev. Brown seconded the motion. **The Motion Passed.**

Vote Summary: (3 - 0 - 0)

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

Nay - None

Abstain - None

4. Public Participation

None

5. Current Invoices

Rev. Brown motioned to approve current invoices. Rev. Thompson seconded the motion. **The Motion Passed.**

Vote Summary: (3 - 0 - 0)

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

Nay - None

Abstain - None

6. Finance - Jeff Ostermeyer and Emily Pelyak

a) Receive and File

Revenue & Expenses

Cash stayed steady compared to budget

Check Registers 1-25 to 2-15

Average Daily Census

Mr. Ostermeyer presented the reports in regards to finances.

Rev. Thompson motioned to receive and file all of the reports as provided. Rev. Brown seconded the motion. **The Motion Passed.**

Vote Summary: (3 - 0 - 0)

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

Nay - None

Abstain - None

7. Quality and Compliance - Christine Luyeho

a) Quality Assurance and Compliance Report

Mrs. Luyeho with the help of Mrs. Yahner presented a new way of showing the quality measures to the board off of Point Click Care. This will be able to show us what is going on in the building in real time. This will also highlight which residents are at higher risk and need directed care. This will help discover the areas that where not noticeable before. This will eventually be the report that will be used to present all aspects to the board in regards to quality and finances.

Rev. Brown motioned to receive and file all of the reports as provided. Rev. Thompson seconded the motion. **The Motion Passed.**

Vote Summary: (3 - 0 - 0)

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

Nay - None

Abstain - None

8. HR Director's Discussion - Carol Tucker

a) Receive and File

Union Summary

Turnover and Personnel Report

Agency Report

Ms. Tucker presented HR report

Rev. Thompson motioned to receive and file all of the reports as provided. Rev. Brown seconded the motion. **The Motion Passed.**

Vote Summary: (3 - 0 - 0)

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

Nay - None

Abstain - None

9. Approval Item(s)

a) Approve Policies

Physician Services /

Typo in policy that will be corrected by Mrs. Yahner.

Resident Confidentiality, Safeguarding and Access to Medical and Personal Records /

Release of Medical Records /

Maintenance and Content of Clinical Records /

Rev. Brown motioned to receive and file all of the policies as provided. Rev. Thompson seconded the motion. **The Motion Passed.**

Vote Summary: (3 - 0 - 0)

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

Nay - None

Abstain - None

10. Director's Report

a) Bath Teams

Rev. Brown motioned to approve the Bath Team job description. Rev. Thompson seconded the motion. **The Motion Passed.**

Vote Summary: (3 - 0 - 0)

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

Nay - None

Abstain - None

b) Strategic Planning Discussion

Strategic Planning session planned for April 18th. We will be moving the May Board Meeting to the 17th.

c) Introduction to Union Discussion

Unable to to discuss last two items in Directors report due to Mr. Evans not being in attendance.

d) Final Year of Executive Directors Contract

11. Adjournment

Rev. Thompson motioned to adjourn the meeting at 11:53 AM. Rev. Brown seconded the motion. **The Motion Passed.**

Vote Summary: (3 - 0 - 0)

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

Nay - None

Abstain - None