



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: Monday, November 27, 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 Welcome Rev. Ralph Brown

2 Call to Order

The meeting was called to order at 10:40 AM. Present for the meeting were Janice Nearon, Patrick Thompson, Rev. Ralph Brown. Also present were Kevin Evans, Jeff Ostermeyer, Carol Tucker, Carrie Felton and Patti Dib.

3 Adoption of Agenda

Patrick Thompson motioned to approve the 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

4 Approval of Minutes

a) October 27, 2017

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

Vote Summary: (3 - 0 - 0)

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

Nay - None

Abstain - None

5 Public Participation

None

6 Correspondence

- a) Linda Sandahl email

7 Receive and File

- a) Statistical Report - Jeff Ostermeyer
- b) Census Report - Jeff Ostermeyer
- c) Paid Invoices - Barb Bommarito
- d) Revenue & Expenses - Jeff Ostermeyer
- e) Personnel Report - Carol Tucker
- f) Grievance Report - Carol Tucker
- g) Agency Report - Carol Tucker
- h) Turnover Report - Carol Tucker

Rev. Ralph Brown motioned to receive and file the Statistical Report, Census Report, Paid Invoices, Revenue & Expenses, Personnel Report, Grievance Report, Agency Report and the Turnover Report. Patrick Thompson seconded the motion. **The Motion Passed.**

Vote Summary: (3 - 0 - 0)

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

Nay - None

Abstain - None

8 Approval Item(s)

None

9 Director's Report

- a) Budget Discussion

Both the Operations Budget and the 5-year Capital Plan will be included in the monthly board packets.

- b) Capital Budget Discussion

Kevin Evans updated the board on the construction costs of the facility renovations and current trends in rising construction cost. Door Access Control and the Call Light System are scheduled for the 2nd Qtr. of 2018.

- c) CNA Job Schedule Changes

To better meet the resident's needs, Carol Tucker recommended adjusting CNA schedules. Carol Tucker, Kevin Evans and our legal counsel will work towards this.

d) By-Laws

A discussion on the by-laws. They are not needed due to PA280, PA368. Rev. Ralph Brown motioned to allow our legal counsel to draft a letter revoking the by-laws dated 8/31/07. Patrick Thompson seconded the motion. **The Motion Passed.**

Vote Summary: (3 - 0 - 0)

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

Nay - None

Abstain - None

e) DON Position

Christine Luyeho has, due to changes in family responsibilities, requested to step down from the DON position effective Dec 11, 2017.

f) Director of Quality & Compliance

Discussion of the need for a Director of Quality & Compliance Director due to new and heavier regulatory requirements. Kevin Evans recommended Christine Luyeho for this position, and asked to begin working on the role with Christine. The board requested the final job description be submitted at the next board meeting. Christine Luyeho will be the Interim Director of Quality & Compliance starting Dec. 12, 2017.

g) Payroll Conversion Extra Work Stipend

Rev. Ralph Brown motioned to honor the request of HR and give Clara Yu a onetime bonus of \$1000.00 due to her hard work and may extra hours on the Paycom transition. Patrick Thompson seconded the motion. **The Motion Passed.**

Vote Summary: (3 - 0 - 0)

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

Nay - None

Abstain - None

h) Foundation Update

The Foundation Event was a success and grossed \$38,000.00.

10 Closed Session

None

11 Adjournment

Patrick Thompson motioned to adjourn at 1:21 pm. 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

