



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: Thursday, August 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 10:38 AM. Present for the meeting were Janice Nearon and Rev. Ralph Brown.

Also Present for meeting was Kevin Evans, Suzanne Stewart, Carol Tucker, Emily Pelyak, Christine Luyeho, Jeff Ostermeyer, Mike Keys, and Tabitha Dluge.

2. Adoption of Agenda- Motion

Rev. Brown motioned to adopt the agenda presented. Mrs. Nearon seconded the motion. **The Motion Passed.**

Vote Summary: (2 - 0 - 0)

Aye - Janice Nearon, Rev. Ralph Brown

Nay - None

Abstain - None

3. Approval of Minutes

a) Approval of July 26th, 2019 Meeting Minutes- Motion

Rev. Brown motioned to approve the July 26th, 2019 Meeting Minutes. Mrs. Nearon seconded the motion. **The Motion Passed.**

Vote Summary: (2 - 0 - 0)

Aye - Janice Nearon, Rev. Ralph Brown

Nay - None

Abstain - None

4. Public Participation

None.

5. Current Invoices

a) Approval of All Current Invoices- Motion

Rev. Brown motioned to receive and file all current invoices presented. Mrs. Nearon seconded the motion. **The Motion Passed.**

Vote Summary: (2 - 0 - 0)

Aye - Janice Nearon, Rev. Ralph Brown

Nay - None

Abstain - None

6. Finance - Jeff Ostermeyer and Emily Pelyak

a) Receive and File- Motion

Revenue & Expenses

Mr. Ostermeyer presented the Revenue and Expenses.

Check Registers

Mrs. Pelyak presented the Check Registers.

Average Daily Census

Rev. Brown motioned to receive and file all documents presented. Mrs. Nearon seconded the motion. **The Motion Passed.**

Vote Summary: (2 - 0 - 0)

Aye - Janice Nearon, Rev. Ralph Brown

Nay - None

Abstain - None

Private Pay Room Rate and Non - Covered Services Increase- Motion /

Rev. Brown motioned to increase Private Pay Room Rate and Non-Covered Services Increase effective November 1st. Mrs. Nearon seconded the motion. **The Motion Passed.**

Vote Summary: (2 - 0 - 0)

Aye - Janice Nearon, Rev. Ralph Brown
Nay - None
Abstain - None

Hantz Bank Account and Signature Cards - Motion

Rev. Brown motioned to approve Hantz Bank Account with new Signature Cards with Executive Director Kevin Evans, Board Chair Janice Nearon, Treasurer Lawrence Roca and Inquiry Access to Emily Pelyak. Mrs. Nearon seconded the motion. **The Motion Passed.**

Vote Summary: (2 - 0 - 0)
Aye - Janice Nearon, Rev. Ralph Brown
Nay - None
Abstain - None

7. Quality and Compliance - Christine Luyeho

a) Receive and File - Motion

Quality Assurance and Compliance Report

Mrs. Luyeho and Mrs. Stewart presented the Quality Assurance and Compliance Report.

Rev. Brown motioned to receive and file all documents presented. Mrs. Nearon seconded the motion. **The Motion Passed.**

Vote Summary: (2 - 0 - 0)
Aye - Janice Nearon, Rev. Ralph Brown
Nay - None
Abstain - None

8. HR Director's Discussion - Carol Tucker

a) Receive and File- Motion

Union Summary

Mrs. Tucker Presented the Union Summary.

Turnover and Personnel Report

Mrs. Tucker presented Turnover and Personnel Report.

Agency Report

Mrs. Tucker presented the Agency Report.

Rev. Brown motioned to receive and file all documents presented. Mrs. 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) Approve Policies- Motion

Behavioral Health Services /

Mr. Evans presented the Behavioral Health Services Policy. It was noted a few typos were found and will be corrected.

Medication Not Readily Available

Mr. Evans presented the Medication Not Readily Available Policy.

Rev. Brown motioned to receive and file all Policies with the corrected typos presented. Mrs. 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) RFP for Switches- Motion

Mr. Evans presented that an RFP for Switches was performed. We obtained three bids, the least expensive bid was TEOMA Systems. The IT Support Specialist, Kyle Burch, checked references with Hewlett Packard and Evangelical Homes of Michigan. Because of the prices and excellent references, Mr. Burch recommended TEOMA Systems.

Rev. Brown motioned to enter into contract with Teoma System. Mrs. Nearon Seconded the motion. **The Motion Passed.**

Vote Summary: (2 - 0 - 0)
Aye - Janice Nearon, Rev. Ralph Brown
Nay - None
Abstain - None

b) Resolution for 0.1 Mil Millage

Mr. Evans presented a resolution to the Board asking their support on the Millage for Martha T. Berry MCF.

Rev. Brown motioned to support the resolution for the 0.1 Mil Millage and ask that it be reviewed by Mr. Steve Girard for the final draft. Mrs. Nearon Seconded it. **The Motion Passed.**

Vote Summary: (2 - 0 - 0)
Aye - Janice Nearon, Rev. Ralph Brown
Nay - None
Abstain - None

11. Adjournment

Rev. Brown motioned to adjourn the meeting at 11:43 AM. Mrs. Nearon seconded the motion. **The Motion Passed.**

Vote Summary: (2 - 0 - 0)
Aye - Janice Nearon, Rev. Ralph Brown
Nay - None
Abstain - None