



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: Friday, April 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 11:15 AM. Present for the meeting were Janice Nearon, Patrick Thompson, Rev. Ralph Brown. Also present were Kevin Evans, Suzanne Stewart, Jeff Ostermeyer, Carol Tucker, Barb Bommarito and Ginger Yahner.

### 2. Adoption of Agenda

Rev. Ralph Brown motioned to approve the Adoption of Agenda. 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

### 3. Approval of Minutes

#### a) Approve the minutes dated March 23, 2018.

Rev. Ralph Brown motioned to approve the minutes dated March 23, 2018. 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

b) Information Technology Vendor Selection

Last month an IT support RFP was sent by Kyle Burch, Information Technology Support Specialist. Eight vendors initially responded (two from southeast Michigan), with three providing a timely proposal. Common Angle and WorkSighted were the two highest ranked of the three finalists and were selected to give presentations to the Board. Both have excellent long term care credentials, though Common Angle has more experience with county medical care facilities. Both are in-state organizations. Pricing and services varied slightly - the Board was satisfied with either option for service and price, and deferred the final decision to Mr. Burch and Mr. Evans, asking them to negotiate a final offer and make a selection between the two. Rev. Ralph Brown motioned to direct Mr. Burch and Mr. Evans to clarify onboarding deliverables, and pricing options, then select which vendor they feel best fits with Martha T. Berry's needs.. 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

Common Angle Presentation - 11am /

Worksighted Presentation - noon /

4. Public Participation

none.

5. Current Invoices

Janice motioned to approve the April 27, 2018 batch of vendor payments as presented. 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

6. Finance - Jeff Ostermeyer and Barb Bommarito

Discussed census is up slightly due to efforts of Kali McLeod, RN , who recently graduated as a Nurse Practitioner (NP). Mr. Evans and the Director of Nursing are looking at the potential of her being on staff as an NP.

Discussed gas bill over year to date of about \$80,000 due to a metering error, and education higher than budgeted due to the mega rule change. Also, healthcare costs are \$44,000 but a credit is expected for it.

a) Receive and File /

Patrick Thompson motioned to approve all reports presented under Receive and File. 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

Average Daily Census

Percent (%) of Occupancy

Statistical Report - Jeff Ostermeyer

Check Registers 3-23-18 thru 4-20-18 /

Revenue & Expenses

7. HR Director's Discussion - Carol Tucker

a) Receive and File

Rev. Ralph Brown motioned to approve the HR reports as presented. 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

Agency Report

Turnover and Personnel Report

Union Summary

b) Inclusion Training

The training included a full day for leadership, and a half day for all staff. The presenters and the message was received well.

c) Employee Handbook

Tabled until next month.

8. Approval Item(s)

a) Approve Policies

Patrick Thompson motioned to approve the policies as presented: 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

Appropriate Use of Feeding Tubes /

Food Items - Brought in by Family and Visitors /

Nursing Services /

Oxygen Therapy /

Pressure Injury Prevention and Management /

Refrigerator/Freezer Temperature Monitoring /

9. Director's Report

10. Closed Session

11. Adjournment

Patrick Thompson motioned to adjourn the meeting at 02:26 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