

GRAND TRAVERSE COUNTY
DEPARTMENT OF HEALTH AND HUMAN SERVICES BOARD
1000 Pavilions Circle, Traverse City, MI 49684

MINUTES OF THE JANUARY 30, 2025 MEETING

PRESENT: Mary Marois, Carol Crawford, Karen Griggs Board
Dave Hautamaki, Lindsey Dood, Darcey Gratton Staff
TJ Andrews Commission

ABESENT:

GUESTS:

The regular meeting of the Grand Traverse County Department of Health and Human Services Board was called to order at 9:00am by Board Chair Mary Marois at Garfield Township.

First Public Comment

Robert Barnes
Margaret Kroupa

County Liaison Report – Andrews shared there was nothing new to report on the county continuing an Ad hoc committee regarding the Pavilions. However, she noted an annual report is overdue to the County Board of Commissioners and requested for staff to contact County Administration to be added to an agenda during the 2nd quarter.

Approval of Agenda – Chair Marois asked if there were additions, changes or corrections to the agenda. Motion was made by Crawford to approve the agenda as presented. Motion seconded by Griggs and carried unanimously.

The purpose of the Consent Calendar is to expedite business by grouping items to be dealt with by one Board motion without discussion. Any member of the Board or staff may ask that any item on the Consent Calendar be removed and placed elsewhere on the agenda for discussion. Such requests will be automatically respected.

REVIEW AND FILE

- (1) Draft Minutes of the 12/20/24 Board Meeting
- (2) Closed Minutes of the 12/20/24 Board Meeting
- (3) Draft Minutes of the 12/24/24 Board Meeting
- (4) December Resident Council Minutes

Motion was made by Griggs to approve the Consent Calendar as presented. Motion seconded by Crawford and carried unanimously.

Items Removed From Consent Calendar – None

Chairman Report – Marois thanked staff for their support during the change of leadership. Interim Administrator Dave Hautamaki for filling in again as Administrator while the board searches for a permanent replacement of the previous CEO/Administrator Gerard Bodalski. Marois noted it is on the agenda for the board to discuss the process of hiring for this position and management structure. Marois reported the Architectural firm Eckert Wordell will be

providing the GTP Foundation Board on February 2nd with a presentation on the Cottage Master Plan. Crawford will be attending the meeting to represent the Board.

Service Excellence Awards – Marois reviewed December’s Service Excellence Awards.

4th Quarter Overtime Report – Hautamaki reviewed the report and answered board member’s questions.

Chief Executive Officer Report – Hautamaki reviewed the monthly report for December and shared that there was a change in the Director of Nursing (DON) role with Holly Edmondson now filling in as Interim DON until the position can be filled permanently. Hautamaki highlighted on the re-opening of Aspen Pavilions, increased census, recent state survey’s and the Quality Measures star rating increasing from a 2 star to a 4 star rating. Marois stated in the past there were some criticisms by staff stating Universal Workers had been hired in the past instead of trained CNAs and asked Hautamaki to look into why a trained CNA would be turned away over a UW.

BUSINESS

(1) **Financial Report** – Dood presented the financial operations report for December 2024 and answered board members’ questions. Dood explained the need to do a comprehensive review of the budget in order to bring a budget amendment to the board.

Motion made by Crawford to accept the financial operations report as presented. Seconded by Griggs and carried unanimously.

(2) **Organizational Structure** – Marois shared the history of the CEO/Administrator position and reviewed the need to split the position to two separate positions to allow more oversight and focus on clinical from an Administrator and for a CEO who reports directly to the Board would focus the business side and overseeing the whole organization. Dood noted from a regulatory perspective, the DHHS Board would need to appoint an Administrator but that could be done through the recommendation of the CEO to the Board. The board scheduled a special board meeting on February 6, 2025 to discuss key characteristics needed for a CEO.

Motion made by Marois to separate the CEO/Administrator position and to begin a process to hire a CEO with the understanding that the CEO would help hire an Administrator. Motion seconded by Crawford and carried unanimously.

(3) **Fund Developer for GTP** – Marois stated in the past, the board made a commitment to allocate \$60,000 in the budget for a Fund Developer and would like to see it continued for 2025 to honor the commitment. Crawford stated there should be a return on investments with this position and added the expectation should be that this position should produce quarterly goals set by the GTP Foundation Board. The Board agreed that the request to continue with these funds in the budget each year would need to be requested annually by the Foundation Board.

Motion made by Marois to direct staff work to find \$60,000 in the budget to contract a Fund Developer. Seconded by Crawford and carried unanimously.

- (4) **Resolution 2025-1 Authorized Representative** – Marois shared her concerns with the wording of the resolution that states “*the Grand Traverse County Department of Human Services Board for the Grand Traverse Pavilions/Grand Traverse Medical Care, hereby designates David Hautamaki, who is the person with the power and full authority to sign paperwork on behalf of the Board in the interim of Board meetings, as so long as it is necessary for timeliness and continuance of daily operations and the board is informed at their next regularly scheduled meeting of such*”. Marois explained it reads as if the board is authorizing the Administrator to make decisions for the board in between board meetings and felt it should read that the Administrator is authorized to be able to sign as the Administrator on behalf of the Pavilions not on behalf of the Board. The board discussed that the motion made by the Board during the Special Board meeting on 12/24/24, already authorized Hautamaki to act as Interim Administrator. The Board agreed to remove this resolution from the agenda. No board action was taken.
- (5) **Authorized Bank Signers** – Dood reviewed that the Grand Traverse County appoints the signers on the Pavilions/County bank account and the County Treasurer would like the boards approval for who they want as a signer. Dood stated currently Administrative Services Director, Darcey Gratton is the only signer and the previous CEO/Administrator Gerard Bodalski would need to be removed. Crawford noted the person whose signature is on the checks should not be the person who approves the checks. Dood and Hautamaki confirmed that Dood runs the checks and Hautamaki approves the checks by reviewing the check roster.

Motion made by Crawford to have the Administrative Services Director, Darcey Gratton as the approved bank signer but not as the approver to print the checks. Seconded by Griggs and carried unanimously.

- (6) **Request to Purchase – Ice Maker** – Hautamaki reviewed the need to purchase a new ice maker for the Aspen pantry. The Board inquired if the suggested lower bid of \$7,189 by Direct Supply included a warranty like the 2nd lowest bid indicated for \$7,474. Hautamaki stated he will have staff check on the warranty.

Motion was made by Crawford to approve the purchase of an ice maker for the Aspen pantry up to \$7,500 with a warranty. Motion was seconded by Griggs and carried unanimously.

Grand Traverse Pavilions Announcements

- (1) Special Board Meeting February 6, 2025 to discuss steps on hiring a new CEO.
- (2) Next regular board meeting February 27, 2025.

Second Public Comment - none

Meeting adjourned at 10:53 am

Signatures:

Mary Marois – Chair
Grand Traverse County Department of Health and Human Services Board

Date: _____ Approved
 _____ Corrected and Approved

DRAFT