

Houghton County DHHS Board Meeting Minutes (MCF Portion)

July 17, 2025

The regular meeting of the Houghton County Department of Health and Human Services Board (Medical Care Facility Portion) was held at Canal View ~ Houghton County in Hancock, MI on July 17, 2025 beginning at 09:15 a.m.

Present: Christy Hilgers, Vice Chair
James Tervo, Board Member
Roy Britz, County Commissioner
Adam Laplander, CEO/Administrator - Secretary
Ashley Kuru, Chief Financial Officer
Kara Destrampe, Director of Operations
Jodi Nuttall, Director of Nursing

Absent: Ed Jenich, Chairman
Tom Tikkanen, County Commissioner Liaison

The agenda was adopted and the minutes from the June 2025 meeting of the Houghton County Department of Health and Human Services Board (Medical Care Facility portion) were reviewed and approved as written.

Public comment: None

The June 2025 MCF Vouchers were reviewed and approved.

The CEO/Administrator updated the Board as to the Facility's current occupancy status and average occupancy rates for June 2025. The CEO/Administrator updated the Board on the current inquiry list numbers.

The CEO/Administrator requested payments to be made for the Director of Operations for accepted school reimbursement, going back to November 2024 and continuing until completed in 2026. Motion made by Jim Tervo and supported by Christy Hilgers. Motion passed.

The CEO/Administrator updated the Board regarding a date to be set for a Special Board meeting to go over leasing the property as well as the recommendations from Plante Moran on restructuring. The CEO/Administrator will also search and send to the Board the Administrator evaluation form. Tentatively, the Special Board Meeting will be held at the facility on Wednesday, August 13, 2025 at 2pm. The regular scheduled Board meeting for August will be moved to Wednesday, August 20, 2025 at 9am held at the facility.

The CEO/Administrator updated the Board that mediation continues with the Independent Nurses Union. A date is set for July 22, 2025. A start time has not been determined yet but the CEO/Administrator will update the Board with the start time. The CEO/Administrator will update the Board on the results of mediation at the August Board meeting.

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The CEO/Administrator updated the Board on the ramp that goes into the west parking lot off of Quincy Street. After speaking with the City of Hancock several times, they will not have that paved and they state that it is the responsibility of Canal View even though residents have access to the street. We were told it is an alley-way by the City of Hancock. Jim Tervo is going to reach out to a council member to see if there is any agreement that can be made.

The CEO/Administrator updated the Board on the capital projects. The water main project has kicked off and is about twenty-five percent completed. This only pertains to the exterior water line. The interior line is estimated to begin in September/October. There was an incident with one of the construction crew members that side-swiped an employee's vehicle. The boiler project is going well. Boiler one is complete and Ahern will be on-site to start on Boiler 2 on August 11, 2025. The final walk through for the elevator project was on 7/15/2025. Equipment will start to arrive this week. The facility locked in this project at the right time as several facilities are just now in the planning stage and are seeing price increases due to tariffs and other expenses.

The CEO/Administrator updated the Board that the CFO, Ashley Kuru needs to be added as a signer on the Miner's Bank Account. This is the millage advertising account. The bank needs a copy of the minutes that it is approved. Motion made by Jim Tervo and supported by Christy Hilgers. Motion passed.

The CEO/Administrator updated the Board that Plante Moran will be on-site next week, July 23rd and July 24th, working on restructuring. The CEO/Administrator updated the Board that the Strawberry Fest Parade went well and Canal View took 1st Place in its division. The CEO/Administrator also updated the Board that the final two billboards went up and that a radio interview was completed with Todd Van Dyke.

The CFO distributed the June financial statements to the Board and they were reviewed. A motion was made by Jim Tervo and supported by Christy Hilgers to accept the financial reports. Motion passed. The CFO also updated the Board on the current A/R aging as well as FY23 Cost Report Settlement/Medicaid Audit, and fieldwork scheduling for the FY25 Financial Audit with Plante Moran.

The Board approved having an on-call stipend of \$150 for staff that are on call from Friday to Friday. Motion made by Jim Tervo and supported by Christy Hilgers.

The Board did not approve the proposal from OHM to move forward with investigation on the water separation project. OHM Proposal is just for the drawings and plan work with investigation on inside piping and using cameras to follow our lines at \$30,000. The updated prints would be nice to have. Only step of entire project that would benefit Canal View. The Board agreed to table this item until March of 2026. Motion made by Jim Tervo and supported by Christy Hilgers.

The Board was updated on a proposal from Avaya for moving to them from Baraga Telephone for our phone service. The Board agreed to cover the cost of Avaya to come on-site prior to signing any proposal. Motion made by Jim Tervo and supported by Christy Hilgers.

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The Board approved the purchasing of a new color printer for the Dietary Department. The cost of the new printer is \$5,403 from Xerox. Motion made by Christy Hilgers and supported by Jim Tervo. Motion passed.

The Board approved to renew the Social Worker Contract for Jenel Stoinski at a reduced cost of \$5,200 per month. The contract would be from October 1, 2025 to April 1, 2026. Motion made by Jim Tervo and supported by Christy Hilgers. Motion passed.

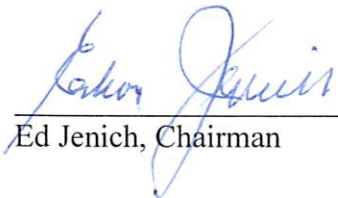
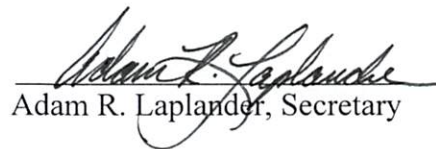
The Board approved the painting quote by Agate painting to paint one home in Woodland Haven. The cost of the project is \$14,944. For future painting projects, the Board would like to see an additional quote if possible. Motion made by Jim Tervo and supported by Christy Hilgers. Motion passed.

The Board approved the reimbursement for the CFO to obtain her Certified Management Accountant certification. The cost of the program is \$3,582. Motion made by Jim Tervo and supported by Christy Hilgers. Motion passed.

The Board was updated on the cost savings initiative by the Dietary Department to reduce single use plastic and other forms of waste in the department.

The Board approved the Dietary Manager to attend the AHF Conference in August and to cover the remaining travel costs. Motion made by Christy Hilgers and supported by Jim Tervo.

There being no further business the Board adjourned at 10:15 a.m.


Ed Jenich, Chairman
Adam R. Laplander, Secretary