

INGHAM COUNTY MEDICAL CARE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES BOARD MEETING MINUTES  
October 27, 2023

Chairman Matthew Wilczek called the DHS Boarding Meeting to order at 8:31 a.m. at the Ingham County Medical Care Facility, Rehabilitation Community Room.

Bruce Bragg moved to approve prior meeting minutes. Motion carried.

Those present:

Matthew Wilczek, Chairman  
Bruce Bragg, Member  
Teri Banas, Member

Chad Hannahs, Director, Children's Services  
Sualyn Holbrook, Director, ESA Administration  
Richelle Wilcox, Executive Secretary  
Rita Ermatinger, Program Manager  
Erica Lorenz, Administrative Assistant  
Kelly Neve, Adult Services Supervisor  
Deanna Moreno, Adult Services Supervisor

Absent: Christina Clemmons, Executive Secretary, ESA Administration  
Rebecca Meszaros, Community Resource Coordinator, ICDHHS

Public Comment

None

Minutes of October 2023, Regular Sessions

- Cash Services Director's Report: Sualyn Holbrook informed the Board of Cash Assistance events during the month at Ingham County DHHS and presented statistical and financial information regarding cash services.
- Adult Services Report: Kelly Neve and Deanna Moreno informed the Board of Adult Services events during the past six months at Ingham County DHHS and presented statistical information.
- Children Services Director's Report: Chad Hannahs informed the Board of Child Welfare events during the month at Ingham County DHHS and presented statistical information regarding child welfare.

Financials

Chad Hannahs reported on financials for September 2023.

Contracts

None

Department portion of the meeting recessed at 9:33 a.m.

**PROPOSED MINUTES**

Reconvene at 9:40 a.m. for updates from ICMCF.

Those present:

Matthew Wilczek, Chairman  
Bruce Bragg, Member  
Teri Banas, Member

Leslie Shanlian, Chief Executive Officer  
Kristen Campbell, Chief Strategy Officer  
Maria Rosas, Vice President of Human Resources

Guests: Scott Moles, Traci Ruiz

Absent: Brian Cummings, CFO

Public Comment

Scott Moles

- Expressed concerns with Ombudsman and communication.

Traci Ruiz

- Commented on previously reported concerns, wants hospice doctor to lead treatment, received phone call from attorney regarding guardianship.

Minutes of October 2023, Regular Sessions

- Board Chair Matt Wilczek presented CEO Leslie Shanlian with a tribute signed by a variety of government representatives for her swift and helpful actions for the residents of Haven of Rest when their building was heavily damaged by a tornado.
- Quarter 2, 2023 Corporate Compliance report provided by CSO Kristen Campbell
- Leslie Shanlian provided an Operations report and discussed physician meeting regarding Longevity I-SNP.
- Upcoming financial conference for county homes.
- Continental scheduling is coming soon for nursing assistant staff.
- Reviewing value vs. cost of purchasing policies for dining services management and pharmacy.
- Leslie Shanlian, Tina Brindley, and Stuart Noack will present on facility's tornado response at the Region 1 DHHS meeting on November 12<sup>th</sup>.
- Regulatory. Submitted low level citations for desk review. Surveyors returned October 25<sup>th</sup> for re-visit and should complete October 30<sup>th</sup>.
- PACE updates provided.

September Financial report was presented. Maria Rosas, VP of HR, presented a completed retiree benefit audit. Matt Wilczek moved to accept the financial report with a request for CFO to provide a rolling forecast monthly. Motion carried.

Next scheduled meeting is November 17, 2023.

Motion to adjourn at 10:41 am, by Chairman Matt Wilczek. Motion carried.

**PROPOSED MINUTES**