

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

**MINUTES OF THE DECEMBER 28, 2023 MEETING**

**PRESENT:** Cecil McNally, Haider Kazim, Mary Marois Board  
David Hautamaki, Lindsey Dood, Diane Mallory Darcey Gratton Staff

**ABESENT:** TJ Andrews Commission

**GUESTS:** Clayton Wagatha – Community Relations and Volunteer Assistant  
Susan Depky – Marketing Consultant with UpNorth Live  
Kate Klaus of Maddin Hauser (virtual)

The regular meeting of the Grand Traverse County Department of Health and Human Services Board was called to order at 9:02am by Board Chair Mary Marois at the Garfield Township Hall.

**First Public Comment**

Robert Barnes  
Bobby Hickman

**County Liaison Report** – None

**Approval of Agenda** – Chair Marois asked if there were additions, changes or corrections to the agenda. Motion was made by McNally to approve the agenda as presented, seconded by Kazim 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) Minutes of the 11/30/23 Board Meeting
- (2) Minutes of the 12/5/23 Board Meeting
- (3) Closed Minutes of the 12/5/23 Board Meeting
- (4) Minutes of the 12/11/23 Board Meeting
- (5) Minutes of the 12/13/23 Board Meeting
- (6) Minutes of the 12/15/23 Board Meeting
- (7) Resident Council Minutes

Kazim requested to pull (1) Minutes of the 11/30/23 Board Meeting. Motion was made by McNally to approve the Consent Calendar with the removal of (1) Minutes of the 11/30/23 Board Meeting. Motion seconded by Kazim and carried unanimously.

**Items Removed From Consent Calendar** – Kazim pulled (1) Minutes of the 11/30/23 Board Meeting to revise the wording under Settlement Agreement. Kazim stated the wording listed under Settlement Agreement “knowing that the board was engaged in the conversation.” is confusing and requested for it to be stricken from the minutes. Kazim also requested to strike

the word “litigation” and stated he believed it to be pre-litigation. Kazim proposed for it to be replaced with the wording “the proposed settlement agreement”.

Motion was made by McNally to amend the minutes of the November 30, 2023 meeting to read “Marois requested to discuss a proposed settlement that the board was not involved in prior to reaching a settlement agreement. Kazim suggested scheduling a closed session for discussion on the proposed settlement agreement with written legal opinion by legal counsel.” Motion seconded by Kazim and carried unanimously.

Motion was made by McNally to approve the November 30, 2023 minutes as amended. Motion seconded by Kazim and carried unanimously.

**Chairman Report** – Marois reviewed her memo shared in the packet that thanked the staff for the hard work over the last few months and shared the boards goals on what they see for the future.

**Staff Presentation – Marketing Plan** – Clayton Wagatha, Community Relations/Volunteer Assistant and Susan Depky Marketing Consultant at UpNorth Live reviewed the 2024 marketing plan provided in the packet. Depky provided an updated handout on strategy increase with new hires and census for 2024. Both Depky provided an overview on UpNorth Live’s process and answered Board members questions. Wagatha requested for the Boards approval of a 12 month agreement to provide a multi-platform campaign of \$50,100 with a 30 day opt out. The Board discussed the need to review the 2024 budget first before approving a contract. Human Resources Director, Diane Mallory shared that a grant is available specifically for recruitment and retention and a portion of the marketing plan presented would qualify towards that grant. Depky offered to separate the recruitment and retention costs by the end of the meeting so the Board would have the amount needed for approval out of the budget.

**Annual State Survey** – Hautamaki shared the State conducted the Pavilions’ second revisit in early December regarding their November 8, 2023 visit and verified that the Pavilions was in substantial compliance with the State and federal regulations as of our date of compliance.

**Foundation Board Update** – Kazim shared recent discussions with the Grand Traverse Pavilions Foundation regarding updates on finances, fund development and the Administrator search. Kazim shared the next Foundation Board meeting is scheduled for January 2024.

**Chief Executive Officer Report** – Hautamaki reviewed the monthly report for November and answered board members’ questions. Hautamaki shared that Resident Council Meetings will be grouped together instead of separate meetings as well as a monthly food committee to respond on food concerns. Marois requested for the minutes of the food committee to be reviewed by the board.

Depky out 10:31am

**Financial Report** – Dood presented the financial operations and social accountability reports for October and November 2023 and answered board member’s questions. Dood provided and reviewed updated reports with more detail per the boards direction. Motion made by McNally to accept the financial operations report as presented. Motion seconded by Kazim and carried unanimously.

**2024 Proposed Operational Budget** - Dood presented the proposed operating budget. Board members discussed the budget and Dood answered members questions.

The Board reviewed the marketing budget of 95,000. Wagatha gave an updated amount of \$23,120 that is for recruitment and retention and can be used with grant money. Wagatha and the Board discussed the need for approving the remaining marketing plan balance of \$26,980 and \$15,000 for radio ads used from the marketing budget as shared in the packet. The board reviewed the need for radio ads. The Board recommended waiting to spend \$15,000 on radio ads but can be revisited at a later time. The Board agreed that the remaining amount of \$68,000 in the marketing budget can be used toward a Fund Developer.

Motion made by McNally to accept the proposed 2024 Operating Budget for Grand Traverse Pavilions as presented. Seconded by Kazim and carried unanimously.

Wagatha out 11:17am

**Request to Purchase – Kitchen Tile Grout Repair** – Hautamaki and Dood reviewed the request to repair the kitchen grout. Three bids were received and the recommended bid was for Floor Covering Brokers based on it being the lowest bid. Motion made by Kazim to approve the bid from Floor Covering Brokers for \$14,973.36 to repair the kitchen tile grout as presented. Motion was seconded by McNally and carried unanimously. Roll call Marois – yes, McNally – yes, Kazim – yes.

**Request to Purchase – Fire Suppression Head Replacement** – Dood reviewed the need to replace a fire suppression head. The Board tabled approval for this request in order to review the policy on soliciting at least three bids. The request to replace the fire suppression will be brought back to the January 25<sup>th</sup> meeting.

### **Administrator/CEO Update**

**Administrator Hiring Process** – Marios shared Gerard Boldaski has been offered the CEO/Administrator position.

**Decision/Discussion on Administrator Contract** – Marois shared a CEO/Administrator contract has been created for Boldaski and has been shared with the Pavilions legal attorney for his opinion and revisions. A final copy will be sent to Boldaski for his review after the first of the year for his review. The Board will schedule a special meeting if needed to approve the final contract.

**Authorization to Extend Interim Contract** – Marois requested authorization to negotiate to extend the Interim contract by 30 days with an increase for David Hautamaki through LeaderStat. Marois shared the current cost to LeaderStat is \$95 an hour and will be increased to \$133 an hour during Hautamaki's extended time. Marois will work with LeaderStat on the provisions of the contract. Motion made by McNally to authorize Board Chair Mary Marois to negotiate a 30 day extension with LeaderStat. Seconded by Kazim and carried unanimously.

**General Discussion** – Kazim requested for the correspondence that was recently received from staff members, to be added to the January board meeting for discussion. Kazim also requested for the agenda to be set in collaboration with the Board Chair and asked for the Board Chair to be involved in those discussions. Motion made by Kazim to have the Board

