

**COLUMBIA HEALTH CARE CENTER COMMITTEE MEETING**  
**Minutes of Regular Meeting: Tuesday, December 3, 2019**

MEMBERS PRESENT: *Robert McClyman*, Vice Chairman; *Henry St. Maurice*, Secretary; *John Stevenson* and *Tom Borgkvist*.

Also in attendance during all or portions of the meeting: *Amy Yamriska*, Administrator; *Katie Parlier*, Accounting Supervisor; *Joe Ruf*, Corporate Counsel and *Jessica Hale*, Assistant Corporate Counsel.

MEMBERS ABSENT: *Don DeYoung*, Chairman (Excused)

Robert McClyman called the meeting to order at 9:00 a.m. and the meeting was legally noticed and published.

**Agenda**

**MOTION: TO APPROVE THE AGENDA AS PRESENTED:**

Motion made by Tom Borgkvist, second by John Stevenson. Motion carried, voice vote.

**Minutes**

**MOTION: TO APPROVE THE NOVEMBER 5, 2019 MEETING MINUTES AS PRESENTED.**

Motion made by Henry St. Maurice, second by Tom Borgkvist. Motion carried, voice vote.

**Financial Report:**

Katie Parlier reviewed and answered questions about the October financials.

**Expenditure Report:**

The committee reviewed the voucher report detailing payments made from November 1, 2019 to November 30, 2019.

**MOTION: TO APPROVE THE EXPENDITURE REPORT AND PAYROLL AS PRESENTED FOR THE MONTH OF NOVEMBER IN THE AMOUNT OF \$523,164.82.**

Motion made by Henry St. Maurice, second by John Stevenson. Motion carried, voice vote.

**Discussion and Consideration of 2019 Accounts Receivable Write Offs:**

Amy Yamriska and Katie Parlier discussed and answered questions about the 2019 Accounts Receivable Write Offs.

**MOTION: TO APPROVE 2019 ACCOUNTS RECEIVABLE WRITE OFFS IN THE AMOUNT OF \$ 3767.35.**

Motion made by Tom Borgkvist, second by John Stevenson. Motion carried, voice vote.

**Discussion and Consideration of Casual RN Conversion to Part Time Status:**

Amy discussed and answered questions about a current employee that is a Casual RN converting to Part Time Status with a conversion agreement.

**MOTION: TO APPROVE OPTION NUMBER TWO (2) FOR THE RN CASUAL TO PART TIME CONVERSION.**

Motion made by Henry St. Maurice, second by John Stevenson. Motion carried, voice vote.

**Discussion and Consideration of Bidwell Request – Resident Christmas Presents:**

Amy Yamriska discussed and answered questions about the request for resident Christmas presents.

**MOTION: TO APPROVE USING BIDWELL FUNDS NOT TO EXCEED \$200 FOR RESIDENT CHRISTMAS PRESENTS IF NEEDED.**

Motion made by Henry St. Maurice, second by John Stevenson. Motion carried, voice vote.

**Discussion and Consideration of Capital Outlay Carryover:**

Amy discussed and answered questions about two of the 2019 Capital Outlay Carryover items.

**MOTION: TO CARRYOVER CAPITAL OUTLAY ITEMS OF MOBILE DEVICES IN THE AMOUNT OF \$6300 AND FOR ADA TOILETS AND GRAB BARS IN THE AMOUNT OF \$8973 TO 2020.**

Motion made by Tom Borgkvist, second by Henry St. Maurice. Motion carried, voice vote.

**Discussion about moving CHCC Committee meeting time for January:**

Committee discussed moving the meeting time to 9:30 for next month due to the possibility of bad weather.

**MOTION: TO MOVE THE JANUARY 7, 2020 CHCC COMMITTEE MEETING TIME TO 9:30AM.**

Motion made by Henry St. Maurice, second by Tom Borgkvist. Motion carried, voice vote.

**Discussion and Consideration of Administrator's House:**

Amy Yamriska and Joe Ruf, Corporate Counsel discussed and answered questions about what to do next with the Administrator's house.

**MOTION: TO MOVE FORWARD TO REMODEL AND RENT ADMINISTRATOR'S HOUSE.**

Motion made by Tom Borgkvist, second by Henry St. Maurice. Motion carried, voice vote.

**Administrator's Report:**

Amy Yamriska reported on November activities. Copy of the report kept at Columbia Health Care Center.

**Adjournment:**

**MOTION: TO ADJOURN MEETING AT 11:00 AM.**

Motion made by Henry St. Maurice, second by Robert McClyman. Motion carried, voice vote.

**Next meeting is scheduled for Tuesday, January 7, 2020 at 9:30am.**

Respectfully submitted,



Henry St. Maurice, Secretary  
Columbia Health Care Center Committee



Jennifer Brandner, Executive Assistant  
Columbia Health Care Center

Cc: Health Care Center Committee;  
Amy Yamriska, Administrator;

Vern Gove, County Board Chair;  
Dan Drews, County Board First Vice-Chair