

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

MINUTES OF THE JULY 31, 2025 MEETING

PRESENT:	Mary Marois, Karen Griggs	Board
	Darrell Lavender, Dave Hautamaki, Kory Hansen, Darcey Gratton	Staff
	TJ Andrews	Commission
ABESENT:	Carol Crawford	
GUESTS:	Christian Anderson, Forefront's Director of Culinary	

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 Hall.

Roll Call - Marois - yes, Griggs – yes, Crawford – excused

First Public Comment – None.

County Liaison Report – County Liaison Andrews provided an update on recent discussions from the County Board of Commissioners (BOC) meetings. Andrews noted that details will soon be available regarding a new grant opportunity, funded through the County's marihuana revenue. The grant is expected to support partnerships with local non-profits and other community organizations. Lastly, Andrews extended an invitation to Darrell to meet with County representatives in the fall to give county commissioners an update on the Pavilions.

Approval of Agenda – Chair Marois asked if there were additions, changes or corrections to the agenda.

Motion was made by Griggs to approve the agenda as presented. Motion seconded by Marois. Motion carried.

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 6/26/25 Board Meeting
- (2) June Resident Council Minutes

Motion was made by Griggs to approve the Consent Calendar as presented. Motion seconded by Marois. Motion carried.

Items Removed From Consent Calendar – None.

Chairman Report – Chair Marois welcomed new CEO Darrell Lavender. Marois reported that the settlement with PACE has been finalized and signed. A board appointment related to this matter will be addressed later in the agenda. Marois also announced that the board will be meeting in a study session in the coming weeks to discuss the Cottages project with Lavender and the Foundation Board President. Additionally, Mary shared that the organization recently

held an Employee Recognition Day to celebrate and thank all staff. She expressed the board's appreciation for the continued dedication and hard work of the entire team.

Service Excellence Awards – Marois reviewed June's Service Excellence Awards.

Guest Presentation – Christian Anderson, Forefront's Director of Culinary Services –

Anderson presented an overview of the Food Services Department, outlining current staffing levels, ongoing recruitment efforts, and strategies aimed at staff retention. He provided key information on the meal services offered to both residents and the onsite child care program. Anderson also highlighted recent catered events and noted his efforts to reintroduce a broader variety of food options in the café. Chair Marois expressed the Board's appreciation for the positive changes and continued improvements within Food Services.

Andrews out 9:25am

2024 Foundation Audit – Hansen reviewed the Foundation's portion of the 2024 financial audit, which is included in the broader Grand Traverse County audit. He addressed questions from the committee members regarding the findings. Hansen confirmed that there were no findings or material issues concerning the Foundation's finances, ensuring a clean audit report.

Second Quarter Overtime Report – Hautamaki reviewed the second quarter overtime report and answered board members' questions.

Annual State Survey and Life Safety Inspection Summary – Hautamaki shared a mock survey was conducted during the week of June 3 and noted, immediately following the mock survey, state surveyors completed their annual survey from June 10–12. Additionally, the Life Safety annual survey was conducted during the same week. Hautamaki reported the Fire Marshall returned to review the Life Safety POC and determined the Pavilions were compliant with the exception of one citation regarding doors needing to be replaced and have yet to arrive. Hautamaki shared the surveyors have not yet returned for the health survey to review the citations.

Chief Executive Officer Report – Lavender shared several key areas that he believes are critical for ensuring the long-term success and stability of the Pavilions. These areas of focus are designed to address both immediate concerns and strategic priorities. The following outlines Lavender's key insights:

- Building strong, authentic relationships.
- Reviewing organization structure and ensuring alignment.
- Contemplating a strategic plan.
- Strengthening employee retention and recruitment strategies.
- Fostering a positive, high-performing culture that prioritizes safety and quality.

In addition to these key areas of focus, Lavender also pointed out several pressing matters that require immediate attention:

- Learning about the Cottages and developing a road map for the short and long-term success of independent and assisted living.
- Gaining a deep understanding about our financial position and sustainability.
- Evaluating quality programs.
- Evaluation business development opportunities.

- Inventory systems and processes, both present and missing, that affect how we operate.
- Reviewing the organization chart to understand the current structure.

Lastly, Lavender shared details about this year's Concert on the Lawn series, noting that five concerts have been held so far this summer, generating a total of \$18,745 in proceeds, an average of \$3,749 per concert.

Hautamaki reported on the current facility census and provided an update on the renovation progress at Aspen, confirming an anticipated opening date of October 1, 2025, based on operational readiness and staffing considerations. Hautamaki and Hansen reviewed the bed plan in detail, outlining the projected timeline and the organization's commitment to opening beds on Aspen.

BUSINESS

- (1) **Financial Report** – Hansen presented the financial operations report for June 2025 and answered board members' questions. During the review, Hansen noted that the reported figures for June appeared lower than expected. Upon further investigation, it was determined that several of the PDPM billing codes in PointClickCare (PCC) had been listed at a substantially lower rate.

The Finance team is actively working with PCC to correct these discrepancies. Updated reports will reflect accurate revenue figures. Hansen further reported that these discrepancies date back to October 1, 2024, coinciding with Medicare rate changes, and represent several hundred thousand in revenue that should be recognized in the financial statements.

Hansen clarified that Medicare billing was submitted correctly, and payments were received. The issue is isolated to how the revenue was recorded within our system and internal reporting, not with actual billing and collections.

Motion made by Marois to accept the financial operations report as presented. Seconded by Griggs. Motion carried. Roll call Marois – yes, Griggs – yes, Crawford – excused.

- (2) **Authorized Bank Signers** – Marois reviewed the need to appoint CEO Darrell Lavender as an authorized signer on the organization's bank account.

Motion made by Marois to have the CEO, Darrell Lavendar as the approved bank signer but not as the approver to print the checks. Seconded by Griggs and carried unanimously.

- (3) **PACE North Board Appointment - Resolution 2025 - 3** – Chair Marois reviewed the DHHS board appoints one board member to the PACE North Board of Trustees, as outlined in the settlement with PACE North. Marois noted that DHHS Board member Carol Crawford, who was unable to attend the meeting, had shared in advance her willingness to serve on the PACE North Board.

Motion was made by Marois to appoint Carol Crawford to the PACE North Board of Trustees, as outlined in Resolution 2025-3. The motion was seconded by Griggs. Motion carried.

- (4) **GTP Foundation Board of Trustees 2025-2026** – Marois reviewed the need for approval of the 2025-2026 Grand Traverse Pavilions Foundation membership roster. As indicated in the Foundation Bylaws, the DHHS appoints annually.

Motion was made by Griggs to appoint the Grand Traverse Pavilions Foundation Board of Trustees membership roster for a one-year term for 2025-2026 as presented, seconded by Marois and carried unanimously.

Marois also noted the need to appoint a DHHS Board member to serve as a Foundation Board Trustee. Griggs volunteered to serve in this role.

Motion was made by Marois to appoint Karen Griggs as a Grand Traverse Pavilions Foundation Board of Trustee, as outlined in Resolution 2025-4. The motion was seconded by Griggs. Motion carried.

- (5) **Purchase Request – Asphalt Sealing** – Hautamaki reviewed the request to repair the asphalt located behind the Aspen and Birch Pavilions. Four bids were solicited, with two bids received. Based on the evaluation, the lowest and recommended bid was submitted by Molon Asphalt.

Motion made by Marois to approve the bid from Molon Asphalt for \$30,6950.00 to repair the asphalt behind Aspen and Birch Pavilions as presented. Seconded by Griggs. Motion carried. Roll call Marois – yes, Griggs – yes, Crawford – excused.

MEDICAL STAFF

- (1) **Attending Privileges** - Hautamaki reviewed the request for Brian Lishawa, MD from Sound Physicians, to have attending privileges as recommended by Medical Director Dr. April Kurkowski, DO.

Motion was made by Griggs to approve attending privileges for Brian Lishawa, MD as presented to the board. The motion was seconded by Marois. Motion carried.

Grand Traverse Pavilions Announcements

- (1) Next Regular Board Meeting – August 28, 2025 @ 9:00am
- (2) Rescheduling of September Board Meeting – Due to a scheduling conflict in September, the board agreed to move September's Board meeting from the 25th to the 30th of September.
- (3) Upcoming Concerts
 - July 31 – Backroom Gang
 - August 7 – Elvis Tribute Artist – Jake Slater
 - August 14 – K. Jones and The Benzie Playboys

Second Public Comment

McKenzie Beeman

Meeting adjourned at 10:22 am

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

Date: August 28, 2025 Approved
 _____ Corrected and Approved