



Bay Bluffs – ECMCF
Emmet County Department of Health & Human Services Board
Board Meeting Minutes
December 21, 2017

Marie Wayman, Board Chair, called the meeting to order 10:00 a.m. at Bay Bluffs – ECMCF in the Conference Room.

Board Members Present: Gayle Mroczkowski
Liz Horrom
Marie Wayman

Board Members Absent: None

Staff Present: Michael Greer, Chief Financial Officer
Lisa Ashley, Administrator
Kristen Smith, Administrative Assistant

Others Present: Robert Engel, Civil Counsel

Others Absent: Charlie MacInnis, Emmet County Commissioner

Guests Present: Rachel Smolinski, Harbor Inc.

Consent Agenda: The consent agenda included the meeting agenda, and minutes from the November 16, 2017 meeting, and the December 4, 2017 special meeting.

Ms. Horrom motioned to approve the consent agenda. Ms. Mroczkowski supported the motion. The motion carried by consensus.

Chief Financial Officer's Report

- **Financial Dashboard**
 - **November 2017 Cash Report:** The cash report for the month ending November 30, 2017 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.
 - **October 2017 Financial Report:** The financial report for the month ending October 31, 2017 was included in packets as well. Mr. Greer reviewed and explained this report to the Board. **Ms. Horrom motioned to approve the financial report. Ms. Mroczkowski supported. Voice vote taken, motion carried by consensus.**

- **Payables:** The December payables presented were approved for the period ending December 21, 2017 in the amount of \$520,113.28.
Ms. Mroczkowski motioned to approve the payables as presented and reviewed by the Board. Ms. Horrom supported; no further discussion. Roll call votes taken Marie Wayman (YES) Gayle Mroczkowski (YES) Liz Horrom (YES). Motion carries.
- **Sunshine Rehab:** Mr. Greer and Ms. Ashley presented the Sunshine Rehab contract to the Board and requested their approval. **Ms. Mroczkowski motioned to approve the Sunshine Rehab as presented. Ms. Horrom supported; no further discussion. Roll call votes taken: Mary Wayman (YES), Gayle Mroczkowski (YES), Liz Horrom (YES). Motion carries.**
- **Conference Updates:** Mr. Greer updated the board as to topics discussed at a recent financial conference he attended and answered their questions. Ms. Wayman requested written talking points that can be used in their conversations with the public regarding the potential building project. Mr. Greer also informed the board that going forward, he will be presenting cash reports quarterly, rather than at each meeting. There were no objections.

Leadership Presentation:

- Ms. Ashley updated the Board on the facility planning process, and introduced Rachel Smolinski of Harbor Inc.. Ms. Smolinski explained to the Board what Harbor Inc. does, and how their services could be used to facilitate community conversations and focus groups around the building project. She answered their questions and will have a proposal for the Board at the January meeting.

Administrator's Report:

- **2017 Annual Survey Updates:** Ms. Ashley informed the Board that the appeal on the IJ Citation had been denied. She let them know that she will be appealing any penalties that may be assessed.
- **Admissions Update:** Ms. Ashley informed the Board that there was a strategy in place for therapy admissions, and that she was waiting to find out any potential penalties resulting from the citation. She also informed the Board that while admissions were occurring frequently, the facility had also experienced a number of deaths recently.

Old Business:

- **Rules of Procedure:** There were further revisions to the rules of procedure.
- **Admission Policy:** This discussion was tabled until the January meeting.

New Business:

- **2018 Meeting Schedule:** The Board decided to change the date of their January meeting from January 18th to January 15th at 10am. The rest of the 2018 schedule will be set at the January meeting.

Public Comment: None.

Recap & Summary: None.

Adjournment: Regular Meeting adjourned at 12:36 pm.

Upcoming Meetings:

- The next Regular Meeting is scheduled for January 15, 2018 in the Bay Bluffs Conference room at 10 a.m.

1/15/18

Date

1/15/18

Date

Marie J. Wayman

Marie Wayman, Board Chair

Kristen Smith

Kristen Smith, Recording Secretary

Copies to: Marie Wayman, Liz Horrom, Gayle Mroczkowski, Robert Engel, Charlie MacInnis, Lisa Ashley, and Michael Greer.

