



Bay Bluffs – ECMCF
Emmet County Department of Health & Human Services Board
Board Meeting Minutes
July 20, 2017

Marie Wayman, Board Chair, called the meeting to order 9:30 a.m. at Bay Bluffs – ECMCF in the Conference Room.

Board Members Present: Marie Wayman
Gayle Mroczkowski
Liz Horrom

Staff Present: Michael Greer, Chief Financial Officer
Lisa Ashley, Administrator
Kristen Smith, Administrative Assistant
Sonja Bosley, Director of Nursing

Others Present: Robert Engel, Civil Counsel

Others Absent:

Guests Present:

Consent Agenda: The consent agenda included the meeting agenda, and minutes from the June 22 and June 27 meetings.

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

Leadership Presentation:

- Rules of Procedure Annual Review
 - Ms. Ashley and Board Members reviewed the Board's Rules of Procedure, and questioned Mr. Engel with regard to some of the rules, specifically regarding the ability to attend meetings by phone in some circumstances. Board members decided to table to discussion to allow Ms. Ashley to request input from other county facilities and to allow Mr. Engel to prepare edits to policies.

○
Chief Financial Officer's Report

o **Financial Dashboard**

- o **June 2017 Cash Report:** The cash report for the month ending June 30, 2017 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.
- o **April 2017 Financial Report:** The financial report for the month ending May 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.

o **Payables:**

The June payables presented were approved for the period ending July 20, 2017 in the amount of \$374,323.16.

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.

o **Maintenance of Effort**

- o Mr. Greer requested that Ms. Wayman sign the 2018 County Appropriation Request in the amount of \$210,000.00 for Emmet County's Maintenance of Effort Obligations.

Administrator's Report:

- **Q2 Strategic Goal Report:** Ms. Bosley, filling in for Ms. Ashley, reviewed the Q2 Strategic Goal Report, and answered questions regarding progress on goals.
- **Facility Planning Updates:** Ms. Bosley updated the Board as to the latest happenings with the Facility Planning Process, and answered questions from Board members.
- **Facility Reported Incidents:** Ms. Bosley updated the Board on recent Facility Reported Incidents, including one incident in which Bay Bluffs received a citation.

Old Business:

- **Therapy Services Update:** Ms. Bosley and Mr. Greer explained to the Board that they were waiting on a response from Aegis before any further action was taken.

New Business: None.

Public Comment: None.

Recap & Summary: Mr. Engle will review and draft policies for the Board. Ms. Ashley will request input from other County Care Facilities on policies.

Adjournment: Regular Meeting adjourned at 11:25 am.

Upcoming Meetings:

- The next Regular Meeting is scheduled for August 24, 2017 in the Bay Bluffs Conference room at 10 a.m.

8/22/17

Date

8/22/17

Date

Liz Horrom - vice chair

Marie Wayman, Board Chairperson Liz Horrom, vice chairperson

Kristen Smith

Kristen Smith Recording Secretary

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

