



Bay Bluffs – ECMCF
Emmet County Department of Health & Human Services Board
Board Meeting Minutes
June 22, 2017

Liz Horrom, Board Member, called the meeting to order at 10:00 a.m. at Bay Bluffs – ECMCF in the Administrator's Office.

Board Members Present: Liz Horrom
Board Members Absent: Marie Wayman
Gayle Mroczkowski
Staff Present: Lisa Ashley, Administrator
Kristen Smith, Administrative Assistant
Staff Absent: Michael Greer, Chief Financial Officer
Others Present:
Others Absent: Robert Engle, Civil Counsel
Guest(s)/Others Present:

Ms. Horrom opened the meeting and motioned to recess the meeting until June 27th at 10am due to lack of quorum.

Adjournment: Regular Meeting adjourned at 10:02am

Upcoming Meetings:

- The next meeting is recessed until June 27, 2017 in the Bay Bluffs Conference room at 10 a.m.

7/20/17

Date

7/20/17

Date

Liz Horrom

Liz Horrom, Board Member

Kristen Smith

Kristen Smith, Recording Secretary

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



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Bay Bluffs – ECMCF
Emmet County Department of Health & Human Services Board
Board Meeting Minutes
June 27, 2017

Marie Wayman, Board Chair, called the meeting to order and opened the recessed meeting from June 22, 2017 at 10:02 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

Others Present: Robert Engel, Civil Counsel

Others Absent:

Guests Present: Eric Conway, Plante/Moran
Michelle McDermott, Plante/Moran

Consent Agenda: The consent agenda included the meeting agenda, and minutes from the May 18, 2017 meeting.

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

Plante/Moran Audit Presentation: Mr. Conway and Ms. McDermott of Plante/Moran reviewed the audit process with the Board and presented their findings from the annual audit. They issued a clean, unmodified audit for the year 2016. There was discussion of audit results and factors that might impact future finances.

Chief Financial Officer's Report

- **Financial Dashboard**
 - **May 2017 Cash Report:** The cash report for the month ending May 31, 2017 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.

- **April 2017 Financial Report:** The financial report for the month ending April 30, 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 June payables presented were approved for the period ending June 22, 2017 in the amount of \$536,600.44.
Ms. Horrom motioned to approve the payables as presented and reviewed by the Board. Ms. Mroczkowski supported; no further discussion. Roll call votes taken Marie Wayman (Yes) Gayle Mroczkowski (Yes) Liz Horrom (Yes). Motion carries.

- **Contracts**
 - **RFA Therapy Services:** Mr. Greer and Ms. Ashley presented a proposal to move from a contractual therapy service to an in house therapy service. Mr. Greer explained the financial and quality of care benefits for making the change. **Ms. Horrom motioned to approve the Request for Approval to move to in house therapy services subject to Mr. Engel's review of the contract with the contractual therapy service. Ms. Mroczkowski supported; no further discussion. Voice votes taken, motion carried by consensus.**
 - **Desiree Simon:** Ms. Ashley explained that the Board had previously approved an agreement with Ms. Simon for consulting services in an amount not to exceed \$17,000.00. She explained that the agreement was not executed, as she and other members of the Executive Team feel it would be beneficial to change the focus of Ms. Simon's services to leadership training and coaching. The proposed agreement would not exceed \$17,000.00. **Ms. Mroczkowski motioned to approve the agreement with Ms. Simon for leadership training and coaching services, not to exceed \$17,000.00. Ms. Horrom supported. Roll call votes taken: Marie Wayman (Yes), Gayle Mroczkowski (Yes), Liz Horrom (Yes). Motion carries.**

Leadership Presentation: Ms. Ashley explained that the Board's Rules of Procedure were included in the packet, and asked that they review the Rules of Procedure before the July meeting and present their recommendations for discussion. **Ms. Mroczkowski motioned to table the discussion of the Rules of Procedure until the July meeting, and to present their recommendations in the meantime to Ms. Ashley. Ms. Horrom supported. No further discussion. Voice votes taken, motion carried by consensus.**

Administrator's Report:

- **Culture Change in Long Term Care:** Ms. Ashley presented the Board with some of the culture change work taking place in the facility, including rule changes, the facility assessment, resident acuity driven staffing plans, and new ways of talking about Residents and their care.

Old Business:

- **Life Safety Code Work List:** Ms. Ashley reviewed the Life Safety Code Work List with the Board and answered questions regarding items on the list.

New Business:

- **MDOT Title VI Plan Review:** Ms. Ashley reviewed the facility's Title VI plan, including the policy of nondiscrimination. Ms. Mroczkowski motioned to affirm the Bay Bluffs Title VI plan. Ms. Horrom supported. Voice votes taken, motion carried by consensus.
- **2018 Senior Millage:** Mr. Greer asked that the Board affirm their policy of nondiscrimination, and also that they approve him filing of the 2018 Senior Millage application. Ms. Mroczkowski motioned to affirm the policy of nondiscrimination, and also to approve Mr. Greer's filing of the 2018 Senior Millage application. Ms. Horrom supported. Voice votes taken, motion carried by consensus.

Public Comment: None.

Recap & Summary: Mr. Engle will review the therapy contract. Ms. Ashley will finalize the contract with Desiree Simon. The Board members will review their rules of procedure and present Ms. Ashley with recommendations prior to the July meeting.

Adjournment: Regular Meeting adjourned at 12:35pm

Upcoming Meetings:

- The next Regular Meeting is scheduled for July 20, 2017 in the Bay Bluffs Conference room at 10 a.m.

7/20/17

Date

7/20/17

Date

Marie J. Wayman

Marie Wayman, Board Chairperson

Kristen Smith

Kristen Smith, Recording Secretary

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

