



**Bay Bluffs – ECMCF**  
**Emmet County Department of Health & Human Services Board**  
**Board Meeting Minutes**  
**March 16, 2017**

Marie Wayman, Board Member, called the meeting to order at 10:00 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

**Others Present:** Robert Engel, Civil Counsel

**Others Absent:** Charlie MacInnis, Liaison to Board/County commissioner

**Guest(s)/Others Present:** Tara Ward, Staff Development Coordinator  
Susan Thurston, Human Resources Director

**Consent Agenda:** The consent agenda included the meeting agenda, Facility Reported Incidents, the minutes from the January 26 and February 16, 2017 meetings.

**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**
  - **February 2017 Cash Report:** The cash report for the month ending February 28, 2017 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board, noting the timing of Medicaid payments received for fourth quarter 2016 in the time period.
  - **January 2017 Financial Report:** The financial report for the month ending January 30, 2017 was included in packets as well. Mr. Greer reviewed and explained this report to the Board noting variances in salaries due to the CNA training course and increase in overtime paid for the period.

**Ms. Mroczkowski motioned to approve the financial report. Ms. Horrom supported. Voice vote taken, motion carried by consensus.**

- o **Payables:** The March payables presented were approved for the period ending March 15, 2017 in the amount of \$375,342.87. Discussion on payables included explanation of payments being less than routinely noted due to timing of receipt of invoices for the period.

**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.**

**Leadership Presentation:** Tara Ward, Staff Development Coordinator provided an overview of a dementia training program, "Positive Approach to Care", that has been recommended as a best practice program for training all long term care staff in caring for those with memory deficits. A request for approval was reviewed with the Board noting expenses for 2017 and 2018 education budgets being allocated for this training program. Discussion of the training timeline, expenses and how costs are allocated for all annual training/education was had by the group.

**Ms. Mroczkowski motioned to approve the implementation of the "Positive Approach to Care". Ms. Horrom supported; no further discussion. Roll call votes taken: Marie Wayman (Yes) Gayle Mroczkowski (Yes) Liz Horrom (Yes). Motion carries.**

**Administrator's Report:**

- **Facility Planning** – Ms. Ashley reported that the first facility planning meeting will take place on April 6 with a summary report provided to the Board during the April meeting.
- **Medicaid & the County** – Ms. Ashley followed up on the presentation provided to the Commissioners on March 13. The Board asked for the information to be sent to local and federal representatives in order to engage them and make them aware of Bay Bluffs.
- **Compliance & Ethics Committee** – Ms. Ashley reported that a new committee will be launched at the facility, per Medicare/Medicaid regulation, focusing on compliance and ethics. Representation from the Board will be requested at a later date.

**Old Business: None.**

**New Business:**

- **Employee Disciplinary Process:** Susan Thurston, HR Director, provided an overview of the disciplinary process for all employees. The Board clarified expectations for when information on disciplinary actions should include informing this group.
- **Commissioner Gathering:** The group discussed extending a formal invitation to the Count Commissioners to visit Bay Bluffs, particularly as the facility begins planning for future needs. Ms. Ashley will reach out to the chair and county Administrator for guidance on best options to engage Commissioners.
- **Spring Meeting Dates:** Due to conflicts, the April meeting will be adjusted a week to be held on April 27, 2017. Notice of the date change will be posted per requirements.

**Public Comment:** None.

**Recap & Summary:** Ms. Ashley will provide local and federal representatives with information on the impact of Medicaid changes on the facility; Ms. Ashley will follow up with the County Commissioners regarding an open invitation to visit Bay Bluffs.

At this point in the meeting, Ms. Ashley requested the Board move to a closed session to review the annual performance evaluation results of the Administrator.

**Ms. Horrom made the motion to move to closed session to discuss the annual performance evaluation results of the Administrator. Ms. Mroczkowski supported. A roll call vote was taken: Marie Wayman (Yes) Gayle Mroczkowski (Yes) Liz Horrom (Yes). Motion carries.**

**Adjournment:** Regular Meeting adjourned at 12:35pm

**Upcoming Meetings:**

- The next Regular Meeting is scheduled for April 27, 2017 in the Bay Bluffs Conference room at 10 a.m.

4/27/17

Date

4/27/17

Date

Marie J. Wayman

Marie Wayman, Board Chairperson

Lisa Ashley

Lisa Ashley

