



Bay Bluffs – ECMCF
Emmet County Department of Health & Human Services Board
Board Meeting Minutes
May 18, 2017

Marie Wayman, Board Chair, called the meeting to order 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
Charlie MacInnis, Liaison to Board/County commissioner

Others Absent:

Guest(s)/Others Present: Karen Gauden, Quality and Compliance Director

Consent Agenda: The consent agenda included the meeting agenda, Facility Reported Incidents, the minutes from the April 24 and April 27 meetings.

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

County Commissioner's Report: Ms. Ashley and Mr. MacInnis reviewed a proposal that was brought to the County Commissioners to build a County owned and run, private pay, memory care facility. Ms. Ashley expressed to the Board that while the proposal was an interesting idea, now is not the right time to take on a project like that. Ms. Ashley and the Board would like to focus on current strategic plans for the organization.

Chief Financial Officer's Report

- o Financial Dashboard

- **April 2017 Cash Report:** The cash report for the month ending April 30, 2017 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.
- **March 2017 Financial Report:** The financial report for the month ending March 31, 2017 was included in packets as well. Mr. Greer reviewed and explained this report to the Board.

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

- **Payables:**

The May payables presented were approved for the period ending May 18, 2017 in the amount of \$498,521.72.

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.

- **Quarterly ADT Review:** Ms. Ashley summarized the previous quarter's admissions, discharges and transfers. She explained that she was tracking admissions from another facility, as well as admissions from the hospital.

Leadership Presentation: Karen Gauden, Quality and Compliance Director, presented the Board with an overview of Resident Rights and the impact of revised regulations on those rights.

Administrator's Report:

- **Life Safety Work List:** Ms. Ashley updated the Board of Life Safety Code work being done in the facility.
- **Nursing Recruitment:** Ms. Ashley discussed recruitment efforts and strategies, including increasing the base wages of the floor nurse positions, and explained that she and Mr. Greer are reviewing wage studies of all positions in the facility.
- **Nursing Home Week:** Ms. Ashley updated the Board on Nursing Home Week activities. The Board members requested notification of different celebratory events they could be involved in the future.

Old Business:

New Business:

Public Comment: None.

Recap & Summary: Ms. Smith will notify the Board members of the timing of CNA graduation.

Adjournment: Regular Meeting adjourned at 12:17am

Upcoming Meetings:

- The next Regular Meeting is scheduled for June 22, 2017 in the Bay Bluffs Conference room at 10 a.m.

June 27, 2017

Date

6/27/17

Date

Marie R. Wayman

Marie Wayman, Board Chairperson

Kristen Smith

~~Lisa Ashley~~ Kristen Smith, Recording Secretary

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

