



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

Marie Wayman, Board Chair, called the meeting to order 10:01 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
Karen Gauden, Director of Quality and Compliance
Sonja Bosley, Director of Nursing
Susan Thurston, Human Resources Director

Others Present: Robert Engel, Civil Counsel

Others Absent: None

Guests Present: Charlie MacInnis, Emmet County Commissioner

Consent Agenda: The consent agenda included the meeting agenda, and minutes from the October 19, 2017 meeting.

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

Chief Financial Officer's Report

- **Financial Dashboard**
 - **October 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.

- **September 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. Horromi motioned to approve the financial report. Ms. Mroczkowski supported. Voice vote taken, motion carried by consensus.**
- **Payables:** The September payables presented were approved for the period ending November 16, 2017 in the amount of \$212,758.21. **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.**
- **Budget 2018:** Mr. Greer presented the 2018 budget to the Board. He answered questions regarding the budget. **Ms. Mroczkowski motioned to approve the 2018 budget as presented. Ms. Horrom supported; no further discussion. Roll call votes taken: Mary Wayman (YES), Gayle Mroczkowski (YES), Liz Horrom (YES). Motion carries.**

Leadership Presentation:

- Ms. Gauden provided annual Abuse and Neglect Training for the Board. She also educated them on the complaint process, and answered questions that they had regarding abuse and neglect and complaint regulations.

Administrator's Report:

- **2017 Annual Health Inspection:** Ms. Bosley and Ms. Ashley reviewed the results of the 2017 Annual Health Inspection with the Board and answered their questions.
- **2017 Life Safety Inspection:** Ms. Ashley updated the Board on the results of the 2017 Life Safety Inspection.
- **2017 Licensure Survey:** Ms. Bosley and Ms. Ashley informed the Board of the results of the 2017 Licensure Survey.
- **Facility Planning Update:** Ms. Ashley and Mr. Greer discussed the building project with the Board Members, including Plante Moran Living Forward involvement, the need for Bond Council, and the need for a steering committee. There was also discussion regarding the timing of the election, and whether or not to pursue a special election, and the costs of that. The Board decided that they would like to have a Special Meeting during the first week of December for further discussion and planning.
- **Admission Criteria:** Ms. Ashley, Ms. Bosley and Ms. Gauden discussed the need for some changes to the admission policy that they wanted the Board to consider. There was also discussion of completing criminal background checks on potential residents before admission. **Ms. Mroczkowski made a motion to approve the changes to the admission policy to include : "Bay Bluffs will only admit those whose medical/social and nursing needs can be met by the facility. Bay Bluffs does**

not currently admit anyone who is ventilator dependent. Bay Bluffs reserves the right to not accept a Resident for admission with a mental condition that is threatening to other Residents, staff or to themselves. A Resident who, after admission to Bay Bluffs shows serious mental disturbances, shall be referred for treatment and proper placement in an appropriate setting. The facility reserves the right to limit the total number of Residents requiring a high-acuity service in order to meet the current Resident population needs". Ms. Horrom supported; no further discussion. Voice votes taken. All in favor, motion carries.

Old Business:

- **Senior Millage:** Mr. Greer requested that the Board authorize Ms. Wayman to sign the 2018 senior millage application. Ms. Horrom made a motion to authorize Ms. Wayman to sign the 2018 senior millage application. Ms. Mroczkowski supported; no further discussion. Voice votes taken. All in favor, motion carries.

New Business:

- None

Public Comment: None.

Recap & Summary: Mr. Greer will update the Board on his conference. Ms. Ashley will update the Board on language for the criminal background checks and also what those costs might include. Ms. Ashley and Mr. Greer will look in to forming a steering committee for the building project. Mr. Greer will look in to the costs for a special election. Ms. Smith will send out the public notice for the December 4th Special Meeting.

Adjournment: Regular Meeting adjourned at 12:31 pm.

Upcoming Meetings:

- The next Regular Meeting is scheduled for December 21, 2017 in the Bay Bluffs Conference room at 10 a.m.

12.21.17
Date

12/21/17
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.

