



**Bay Bluffs – ECMCF**  
**Emmet County Department of Health & Human Services Board**  
**Board Meeting Minutes**  
**October 19, 2017**

Liz Horrom, Board Vice 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

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

**Others Absent:** None

**Guests Present:**

**Consent Agenda:** The consent agenda included the meeting agenda, and minutes from the September 21 meeting. Ms. Smith informed the Board that the date on the August minutes needed correction. Ms. Ashley requested to add Annual Survey Update to the Leadership presentation section of the agenda.

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

**Leadership Presentation:**

- **Annual Survey Update:** Ms. Ashley updated the Board on the Annual Health Inspection and Life Safety Inspection. She expects to receive 7 citations on the Health Inspection, all low level. There are no citations regarding substandard care. She expects to receive 1 or 2 citations from Life Safety.

**Chief Financial Officer's Report**

- **Financial Dashboard**

- **September 2017 Cash Report:** The cash report for the month ending September 31, 2017 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.
- **August 2017 Financial Report:** The financial report for the month ending August 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 October payables presented were approved for the period ending October 19, 2017 in the amount of \$323,077.41.  
**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.**

**Administrator's Report:**

- **2017/2018 Strategic Goal Report:** Ms. Ashley requested that this item be tabled until the November meeting.
- **Leadership Coaching Update:** Ms. Ashley updated the Board on how the Leadership Coaching has been going. She expressed that it has been valuable.
- **Facility Assessment:** Karen Gauden, Assistant Director of Nursing, and Quality & Compliance Director, will present the Facility Assessment at the November meeting. The assessment included items such as staff competency, acuity of residents, market assessment, and acuity based staffing.

**Old Business:**

- **Rules of Procedure:** The Board discussed their Rules of Procedure, and reviewed Rules of Procedure from other facilities. They instructed Ms. Smith, Ms. Ashley and Mr. Engel to prepare a draft for the November meeting.

**New Business:** None.

**Public Comment:** None.

**Recap & Summary:** Mr. Greer will present the 2018 Budget at the November meeting. The Board will review phase 2 of the millage project. The Board will review the Rules of Procedure. Ms. Ashley will present the strategic goal report.

**Adjournment:** Regular Meeting adjourned at 11:56 am.

**Upcoming Meetings:**

December 21, 2017

- The next Regular Meeting is scheduled for ~~November 16, 2017~~ in the Bay Bluffs Conference room at 10 a.m.

11/16/17

Date

11/16/17

Date

Marie E. 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.

