



## Bay Bluffs – ECMCF

### Emmet County Department of Health & Human Services Board Board Meeting Minutes April 19, 2018

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

**Board Members Absent:** Marie Wayman

**Staff Present:** Michael Greer, Chief Financial Officer  
Lisa Ashley, Administrator  
Kristen Smith, Administrative Assistant

**Others Present:** Robert Engel, Civil Counsel  
Charlie MacInnis, Emmet County Commissioner

**Others Absent:** None

**Guests Present:**

**Consent Agenda:** The consent agenda included the meeting agenda, and minutes from the March 15, 2018 meeting.

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

#### Facility Planning

The Board reviewed the materials that Ms. Ashley had prepared for the Bay Bluffs appearance at the April 26<sup>th</sup> Special Meeting of the Board of Commissioners. They discussed desired outcomes of the meeting. **Ms. Mroczkowski motioned that the Board of Directors hold a special meeting on April 26<sup>th</sup> at 6pm by attending the Special Meeting of the Board of Commissioners. Ms. Horrom supported. The motion carried by consensus.**

#### Chief Financial Officer's Report

- Financial Dashboard

- **March 2018 Cash Report:** The cash report for the month ending March 31, 2018 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.
- **February 2018 Financial Report:** The financial report for the month ending February 28, 2018 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 April payables presented were approved for the period ending April 19, 2018 in the amount of \$466,639.30.  
**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 (ABSENT) Gayle Mroczkowski (YES) Liz Horrom (YES). Motion carries.**

- **Admission/Discharge/Transfer Report**

- The Admission/Discharge/Transfer Report was reviewed with the Board. There was a brief discussion of current census trends.

**Administrator's Report:**

- **Annual Survey Final Follow Up**

Ms. Ashley informed the Board that the facility had received its enforcement letter from CMS. She has submitted a second appeal, and she and Mr. Greer are working on appealing the financial penalty.

**Old Business:**

None

**New Business:**

- **Administrator Evaluation**

This was tabled until the May meeting.

**Public Comment:** None.

**Recap & Summary:** Board members will send the biographies to Ms. Ashley for inclusion in the presentation. Ms. Ashley will send a letter for the Board to present at the Commission meeting to the Board for edits. Mr. Greer will update the format of the financials for the May meeting.

**Adjournment:** Regular Meeting adjourned at 12:01 p.m.

**Upcoming Meetings:**

- The next Regular Meeting is scheduled for May 17, 2018 in the Bay Bluffs Conference room at 10 a.m.

- The Special Meeting is scheduled for April 26<sup>th</sup>, 2018 in the Commissioner's Room at the Emmet County Building at 6 p.m.

\_\_\_\_\_  
Date

5/17/18

Date

*Liz Horrom*  
\_\_\_\_\_  
Liz Horrom, Board Vice Chair

*Kristen Smith*  
\_\_\_\_\_  
Kristen Smith, Recording Secretary

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

