



**Bay Bluffs – ECMCF**  
**Emmet County Department of Health & Human Services Board**  
**Board Meeting Minutes**  
**August 16, 2018**

Liz Horrom, Vice Chairperson, called the meeting to order 10:00 a.m. at Bay Bluffs – ECMCF in the Conference Room.

**Board Members Present:** Gayle Mroczkowski  
Liz Horrom

**Board Members Absent:** None

**Staff Present:** Michael Greer, Chief Financial Officer  
Kristen Smith, Administrative Assistant  
Lisa Ashley, Administrator  
Joseph Wolschon, Director of Maintenance

**Others Present:** Robert Engel, Civil Counsel  
Charlie MacInnis, Emmet County Commissioner  
Rachel Smolinski, Harbor INC.

**Staff Absent:** None

**Guests Present:** None

**Consent Agenda:** The consent agenda included the meeting agenda, and minutes from the July 19, 2018 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**
  - **July 2018 Cash Report:** The cash report for the month ending July 31, 2018 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.
  - **June 2018 Financial Report:** The financial report for the month ending June 30, 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 August payables presented were approved for the period ending August 16, 2018 in the amount of \$322,061.13.  
Ms. Mroczkowski motioned to approve the payables as presented and reviewed by the Board. Ms. Horrom supported; no further discussion. Roll call votes taken: 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.
- **Contracts:**
  - **McLaren BioMed Agreement-** Mr. Greer and Ms. Ashley explained the McLaren BioMed services to the Board and requested that they approve the agreement. Ms. Mroczkowski motioned to approve the agreement as presented. Ms. Horrom supported; no further discussion. Voice votes taken, motion carried by consensus.
  - **Point Click Care/Align Contract-** Ms. Ashley requested that the Board authorize her to sign an amendment to the Point Click Care/Align contract. Ms. Mroczkowski motioned to authorize Ms. Ashley to sign an amendment to the Point Click Care/Align contract. Ms. Horrom supported. Roll call votes taken: Gayle Mroczkowski (YES), Liz Horrom (YES). Motion carries.
- **Private Pay Rate:** Mr. Greer requested that the Board approve the new private pay rate of \$308.00 per day. He explained to the Board why the increase is needed and how the rate is calculated. Ms. Mroczkowski motioned to approve the private pay rate of \$308.00 per day, effective October 1, 2018. Ms. Horrom supported. Roll call votes taken: Gayle Mroczkowski (YES), Liz Horrom (YES). Motion carries.
- **Capital Expenditures:**
  - **Roof-** Mr. Wolschon explained that a contractor came to give an estimate on roof repairs. It will cost approximately \$50,000.00 to fix the current roof and approximately \$600,000.00 to replace the roof. There was discussion of a bidding process. The goal is to have the work done before snow falls. Ms. Mroczkowski motioned to authorize staff to get Requests for Proposals to repair the roof. Ms. Horrom supported. Voice votes taken, motion carried by consensus.
  - **Flooring –** Mr. Wolschon explained that the floor needs to be replaced, but could be done in staging, prioritizing the high traffic areas of the building. Ms. Mroczkowski motioned to authorize staff to get Requests for Proposals to replace the flooring in stages as soon as administratively feasible. Ms. Horrom supported. Voice votes taken, motion carried by consensus.

#### **Leadership Report**

- **Community Engagement Report:** Ms. Smolinski discussed the efforts that Harbor Inc. and Bay Bluffs staff have put in to community engagement, education and conversation. The Harbor Inc. contract is coming to an end, and Ms. Smolinski stated that she

understands if the Board does not wish to renew the engagement in light of the work she does on behalf of the Harbor Springs DDA. Ms. Ashley and the Board thanked her for her work.

- **Master Facility Plan Recommendations:** There was another discussion of the USDA loan program. Mr. MacInnis explained that his understanding has always been that the county would cover the loan payments. Ms. Ashley and the Board explained to him that they did not have that same understanding based on previous conversations with Mr. Calabrese, which is why they had asked for written confirmation from the Commissioners. Mr. Greer and Ms. Ashley explained that they would be happy to cooperate with the county and pursue the USDA loan, as long as the county would be covering the loan payments. Ms. Mroczkowski and Ms. Horrom reiterated their support for Ms. Ashley and Mr. Greer in this process.

**Administrator's Report:**

- **Annual Survey Follow Up:** This item was tabled until the September meeting.
- **QAPI Report- Annual Program Review:** This item was tabled until the September meeting.

**Old Business:**

- **DHHS Board Vacancy:** This item was tabled until the September meeting.

**New Business:** None

**Public Comment:** None

**Recap & Summary:** Mr. Wolschon will put out Requests for Proposals for roof repair and flooring replacement.

**Adjournment:** Regular Meeting adjourned at 12:10 p.m.

**Upcoming Meetings:**

- The next Regular Meeting is scheduled for September 20, 2018 in the Bay Bluffs Conference room at 10 a.m.

9/20/2018

Date

9/20/18

Date

Liz Horrom (McHanna)

Liz Horrom, Vice Chairperson

Kristen Smith

Kristen Smith, Recording Secretary

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