



Bay Bluffs – ECMCF
Emmet County Department of Health & Human Services Board
Board Meeting Minutes
December 11, 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
Carol Hansen

Board Members Absent: None

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

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

Staff Absent: None

Guests Present: None

Consent Agenda: The consent agenda included the meeting agenda, Referral/Admission/Discharge report and minutes from the November 15, 2018 Board meeting
Ms. Mroczkowski motioned to approve the consent agenda. Ms. Horrom supported the motion. The motion carried by consensus.

Election of Officers

Chair: Ms. Mroczkowski nominated Ms. Horrom for the position of Chair. Ms. Horrom accepted. No other nominations. Roll call vote taken. **Roll call votes taken: Liz Horrom (YES) Gayle Mroczkowski (YES) Carol Hansen (YES). Motion carries.**
Vice Chair: Ms. Horrom nominated Ms. Mroczkowski for the position of Vice Chair. Ms. Mroczkowski accepted. No other nominations. Roll call vote taken. **Roll call votes taken: Liz Horrom (YES) Gayle Mroczkowski (YES) Carol Hansen (YES). Motion carries.**

Chief Financial Officer's Report

Ms. Mroczkowski reported that it is very impressive how Mr. Greer and Ms. Ashley have budgeted and maintained expenses.

o Financial Dashboard

- o **November 2018 Cash Report:** The cash report for the month ending November 30, 2018 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.
- o **October 2018 Financial Report:** The financial report for the month ending October 31, 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.
- o **Payables:** The December payables presented were approved for the period ending December 11, 2018 in the amount of \$232,831.93.

Ms. Mroczkowski motioned to approve the payables as presented and reviewed by the Board. Ms. Hansen supported; no further discussion. Roll call votes taken: Liz Horrom (YES) Gayle Mroczkowski (YES) Carol Hansen (YES). Motion carries.

- o **Budget:** Ms. Mroczkowski mentioned that she finds it very impressive how Mr. Greer and Ms. Ashley have budgeted and maintained expenses throughout the previous year. Mr. Greer reviewed the budget and explained that it was based on a census of 104. Ms. Mroczkowski motioned to approve of and adopt the 2019 budget as presented. Ms. Horrom supported; no further discussion. Roll call votes taken: Liz Horrom (YES), Gayle Mroczkowski (YES), Carol Hansen (YES). Motion carries.

o Contracts:

Patient Ping: Mr. Greer and Ms. Ashley led discussion of requests from the McLaren Preferred program, including participation in MiHIN (Michigan Health Information Network). Ms. Mroczkowski motioned to tentatively approve of the agreement with final approval contingent upon the review and approval of civil council, Mr. Greer and Ms. Ashley. Ms. Hansen supported; no further discussion. Roll call votes taken: Liz Horrom (YES) Gayle Mroczkowski (YES) Carol Hansen (YES). Motion carries.

o Capital Expenditures:

- o Emmet County Commissioners have requested that someone from Bay Bluffs attend their 12/20/18 meeting to answer questions from Commissioners. Mr. Greer will attend to represent Bay Bluffs. He will follow up with County officials to determine what information the Commissioners are expecting.

Leadership Report

any conflicts with meeting dates. Ms. Smith will share the meeting schedule with Maureen Clore at DHHS. Ms. Ashley will share the survey exit. Mr. Greer will follow up with the County regarding the 12/20 meeting.

Adjournment: Regular Meeting adjourned at 12:17p.m.

Upcoming Meetings:

- The next Regular Meeting is scheduled for January 17 in the Bay Bluffs Conference Room at 10 a.m.

1/17/19
Date

1/17/19
Date

Liz Horrom
Liz Horrom, Vice Chairperson

Kristen Smith
Kristen Smith, Recording Secretary

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

- **Emergency Operations Plan Review: Tabled**

Administrator's Report:

- **Annual Survey Update-** The annual survey is happening now. Ms. Ashley is expecting a few citations regarding audits for life safety. In addition to the Health Inspection, surveyors are also reviewing 3 Facility Reported Incidents and 2 complaints.
- **Community Engagement Advisory Group Update-** The meeting has been moved to January 4th. The group will be looking at continued community engagement and philanthropy.
- **Staffing Plan- Nursing and Resident Assistants-** The Resident Assistant position has been posted internally. They will go through an 8 hour dining assist program in order to be able to assist Residents with dining. Ms. Horrom asked about the wage scale and suggested looking at the Supply Tech position at McLaren for comparison.
- **Medical and Recreational Marijuana use by Residents-** Ms. Ashley explained that Leadership is confirming employment policies for staff and reminding them that marijuana or other drug use is not acceptable and that we will still utilize drug screens as needed. As far as Resident use is concerned, there has been no specific guidance from the State of the Michigan County Medical Care Facility Council at this point. We receive federal funding, and marijuana is still illegal on a federal level. She pointed out the potential conflicts with Resident Rights and with experimental treatments. At this time Ms. Ashley recommends not allowing medical or recreational marijuana use by Residents due to receiving federal funding. The Board agreed, and requests to review a written policy.

Old Business:

- **None**

New Business:

- **Bay Bluffs Fund Board Member Recruitment-** The Fund Board meets next week and needs 5 to 7 members. Ms. Mroczkowski motions to start recruitment for the fund board. Ms. Hansen supported. Voice vote taken, motion carries.
- **2019 Meeting Schedule Draft-** Ms. Ashley has a conflict with the 3/21 date. She will be gone 3/21/19-3/30-19. Ms. Mroczkowski has a conflict with the 2nd Thursday of each month. Ms. Hansen has a conflict with 4/18/19.

Public Comment: None

Recap & Summary: Mr. Greer and Ms. Ashley will follow up on the Unit of Government discussion with Steve Girard of MCMCFC and Plante Moran. Mr. Engel and Ms. Ashley will follow up on the Patient Ping agreement. Ms. Ashley will share the marijuana use policy. Board members will let Ms. Smith know of