



Bay Bluffs – ECMCF
Emmet County Department of Health & Human Services Board
Board Meeting Minutes
July 19, 2018

Marie Wayman, Board Chair, called the meeting to order 10:02 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
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, and minutes from the June 21, 2018 meeting, and the report to the Board of Commissioners for the month of July. **Ms. Horrom motioned to approve the consent agenda. Ms. Mroczkowski supported the motion. The motion carried by consensus.**

Chief Financial Officer's Report

- **Financial Dashboard**
 - **June 2018 Cash Report:** The cash report for the month ending June 30, 2018 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.
 - **May 2018 Financial Report:** The financial report for the month ending May 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.**

- **Payables:** The July payables presented were approved for the period ending July 19, 2018 in the amount of \$487,305.09.

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.

- **Admission/Discharge/Transfer Report:** The Admission/Discharge/Transfer Report was reviewed with the Board. There was a brief discussion of current census trends.
- **Capital Expenditures:**
 - **Capital Needs List-** There was a discussion of the current list of capital needs and how it should be prioritized. Roof repairs, flooring repairs and fire panel replacement are the highest priority items, as they have a direct impact on Resident and staff safety. There was discussion of the county budget. Mr. MacInnis discussed challenges with the county budget, and commented that there were not any funds allocated in the 2019 budget to assist Bay Bluffs with paying for the high priority needs. There was a question as to whether the County levy's the full amount of the allocated millage approved by the voters. Mr. MacInnis shared with the Board that the county doesn't levy the entire amount of their operational millage. When questioned by the Board, he informed them that this is how it has been traditionally done, and that it has been seen as a point of pride for some commissioners and county officials.
 - **Review of USDA Loan Program-** Mr. Greer updated the Board on the USDA loan option that had been presented by the county. He stated that he will not be pursuing this option, unless the county will promise to make the payments.
- **Senior Millage Application:** Mr. Greer informed the Board that he was making a request for \$18,000.00 from the Senior Millage fund rather than the \$12,000.00 he has previously requested. This will allow for more Resident outings and activities in the building. **Ms. Mroczkowski motioned to reaffirm the affirmation of non discrimination and the Bay Bluffs policy of non discrimination. Ms. Horrom supported; no further discussion. Voice votes taken, motion carries. Ms. Mroczkowski also motioned that the Board approve Mr. Greer's filing of the application. Ms. Horrom supported; no further discussion. Voice votes taken, motion carries.**

Administrator's Report:

- **Master Facility Plan Update:** Ms. Ashley will bring her recommendations to the August meeting for direction from the Board as to next steps.
- **Update on Annual Survey 2017 Status:** Ms. Ashley and Mr. Greer discussed the appeal process and status.
- **MDOT Update:** Ms. Ashley informed the Board that Bay Bluffs is eligible for a grant for a new bus. The MDOT evaluation will take place August 8th.

Old Business:

- **Administrator Evaluation Follow Up:** Ms. Ashley made a request to the Board to adjust her compensation. Ms. Mroczkowski motioned to increase Ms. Ashley's paid time off to six weeks in lieu of a pay increase. Ms. Horrom supported; no further discussion. Roll call votes taken. Ms. Wayman (YES), Ms. Horrom (YES), Ms. Mroczkowski (YES). Motion carries.
- **Rules of Procedure Follow Up:** The Board requested that if the administrator of Bay Bluffs or the Director of the Department of Health and Human Services has a planned vacation during a scheduled board meeting, the meeting should be rescheduled. Mr. Engle reminded the Board that the DHHS rules of procedure should be altered at DHHS meetings, and any concerns that they have about the DHHS meetings should be addressed there. Bay Bluffs and DHHS do not have to follow the same rules of procedure.

New Business:

- **2019 Marketing-** Ms. Wayman requested that the Board review the strategic plans and goals, and include a fundraising component. She suggested that there should be recognition for what has already been done since the strategic plan was put in place.
- **Special Board Recognition-** Ms. Ashley presented Ms. Wayman with a gift as a thanks for her years of service on the Bay Bluffs Board of Directors.

Public Comment: None

Recap & Summary: Ms. Ashley will present her recommendations at the next meeting.

Adjournment: Regular Meeting adjourned at 12:30 p.m.

Upcoming Meetings:

- The next Regular Meeting is scheduled for August 16, 2018 in the Bay Bluffs Conference room at 10 a.m.

Date

Liz Horrom, Vice Chairperson

Date

Kristen Smith, Recording Secretary

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