



Bay Bluffs – ECMCF

Emmet County Department of Health & Human Services Board

Board Meeting Minutes

June 21, 2018

Marie Wayman, Board 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

Kristen Smith, Administrative Assistant

Sonja Bosley, Director of Nursing

Others Present:

Robert Engel, Civil Counsel

Charlie MacInnis, Emmet County Commissioner

Staff Absent:

Lisa Ashley, Administrator

Guests Present:

Betsy White, Emmet County Commissioner

Nick Maeder, Plante Moran

Consent Agenda: The consent agenda included the meeting agenda, and minutes from the May 17, 2018 meeting, as well as the community engagement plan report and the reports to the Board of Commissioners for May and June.

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

Mr. MacInnis shared that he appreciates receiving monthly reports from Bay Bluffs to share with the rest of the Commissioners.

Chief Financial Officer's Report

- **2017 Financial Audit Presentation:** Nick Maeder of Plante Moran presented the 2017 Audit Results to the Board and answered their questions. Plante Moran issued a clean audit opinion. **Ms. Horrom motioned to accept the financial audit report as presented. Ms. Mroczkowski supported. Voice votes taken, motion carried by consensus.**

- **Financial Dashboard**

- **May 2018 Cash Report:** The cash report for the month ending May 30, 2018 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.
- **April 2018 Financial Report:** The financial report for the month ending April 30, 2018 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 June payables presented were approved for the period ending June 21, 2018 in the amount of \$467,114.82.
Ms. Horrom motioned to approve the payables as presented and reviewed by the Board. Ms. Mroczkowski 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:** Mr. Greer presented an option for financing through a USDA Loan program. He forecasts repayment of the loan would be approximately \$125,000.00 per year. The Board directed Mr. Greer to continue working with county officials on this. Ms. Wayman also requested that Mr. Greer and Ms. Ashley provide a punch list of high risk capital needs at the July meeting.

Administrator's Report:

- **Resident Acuity Report:** Ms. Bosley explained to the Board that while CMS requires long term care facilities to use an acuity tool, there is no standardized tool they recommend. She presented the tool being used currently, and explained that evaluation is done at admission, quarterly and upon change of condition. Ms. Wayman suggested she contact Plante Moran to see if they recommend any specific evaluation tool.
- **Update on Annual Survey 2017 Status:** Ms. Bosley explained that while the 1st appeal had been denied, the 2nd was approved and the level of the citation was lowered. She and Mr. Greer are hopeful for a reduction in financial penalty.
- **Facility Reported Incidents Report:** Ms. Bosley reported that there have been 42 incidents reported since January, 6 of which are still open.

Old Business:

- **Administrator Evaluation Follow Up:** The evaluation was completed during the closed session portion of the May meeting. Ms. Ashley provided a response to be included in her HR file, as well as a request to consider an increase in PTO in lieu of a raise. The Board requested to review her contract and tabled the discussion until the July meeting.
- **Rules of Procedure Follow Up:** The Board requested that this be tabled until the July meeting, and would like to discuss rescheduling meetings rather than having absences.

New Business:

- Ms. Wayman will not be seeking reappointment. Her last day as a member of the Board will be July 20th.

○

Public Comment: Betsy White commented that it is important that Bay Bluffs is a 5 star facility and has a fully funded pension. She doesn't want to put a millage on the ballot at this point because she doesn't think it would pass due to past projects, not because she isn't supportive. She expressed that Bay Bluffs is doing a marvelous job and that these problems are tough and not getting better. Problems of funding are getting more difficult. She suggested doing part of the millage in a few years and then another 5 years later so that it is easier to accept.

Recap & Summary: Ms. Smith will add the punch list to the July agenda. She will also follow up with HR regarding Ms. Ashley's evaluation response. She will provide a copy of Ms. Ashley's contract to the Board. Ms. Bosley will consult with Plante Moran regarding an acuity tool. Mr. Greer will research the percentage equivalent to a 40 hour increase in PTO. Meeting attendance and cafeteria benefits will be added to the July agenda.

Adjournment: Regular Meeting adjourned at 12:33 p.m.

Upcoming Meetings:

- The next Regular Meeting is scheduled for July 19, 2018 in the Bay Bluffs Conference room at 10 a.m.

19 July 2018
Date

7/19/18
Date

Marie J. Wayman
Marie Wayman, Board Chair

Kristen Smith
Kristen Smith, Recording Secretary

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

