



Bay Bluffs – ECMCF
Emmet County Department of Health & Human Services Board
Board Meeting Minutes
March 15, 2018

Liz Horrom, Board Vice 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 (attending via phone)

Board Members Absent: None

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: Jill Rogala, Bridge Insurance

Consent Agenda: The consent agenda included the meeting agenda, and minutes from the February 21, 2018 meeting.

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

Leadership Presentation: Facility Liability Insurance Program

Jill Rogala, President of Bridge Insurance Company, explained the variety of different insurance coverages that the facility has, including Directors & Officers, Professional Liability and General Liability, to the Board. She answered questions about indemnification and hold harmless, and also explained the concept of a pay on behalf policy, which is what the facility has. She also explained how the policy that the facility has differs from the policy that the county has. She answered questions from the Board in regards to various contract scenarios.

Old Business:

○ **Administrator Annual Evaluation Process:**

Ms. Wayman led the Board in a discussion of the evaluation process. It was determined that Susan Thurston, Human Resources Director, would send the evaluation to all of Ms. Ashley's direct reports, and request that they be turned in by March 22. Ms. Thurston would forward the evaluations to Ms. Wayman. She and the other Board members would review the evaluations and incorporate the feedback in to the final evaluation of Ms. Ashley.

New Business:

○ **MDOT Agreement Amendment and Board Resolutions**

Ms. Ashley shared the Amendment with the Board. She informed them that it had already been reviewed by Mr. Engel. Ms. Mroczkowski motioned to approve the amendment as presented. Ms. Wayman supported; no further discussion. Roll call vote taken. Marie Wayman (YES), Liz Horrom (YES), Gayle Mroczkowski (YES). Motion carries. Ms. Wayman authorized Ms. Horrom to sign the resolution on her behalf.

Public Comment: None.

Recap & Summary: Ms. Wayman will sign the minutes from the February meeting when she is back in town. Ms. Wayman will follow up with Ms. Thurston with instructions regarding Ms. Ashley's annual performance evaluation.

Adjournment: Regular Meeting adjourned at 12:10 pm.

Upcoming Meetings:

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

4/23/2018

Date

4/19/18

Date

Liz Horrom 4
Marie Wayman, Board Chair
Liz Horrom
vice chair

Kat Smith
Kristen Smith, Recording Secretary

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