



**Bay Bluffs – ECMCF**  
Emmet County Department of Health & Human Services Board  
Board Meeting Minutes  
May 17, 2018

Liz Horrom, Board Vice Chair, called the meeting to order 10:04 a.m. at Bay Bluffs – ECMCF in the Conference Room.

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

**Board Members Absent:** Marie Wayman

**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:**

**Consent Agenda:** The consent agenda included the meeting agenda, and minutes from the April 19, 2018 meeting. Ms. Mroczkowski requested the addition of board member absences in New Business.

**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**
  - **April 2018 Cash Report:** The cash report for the month ending April 30, 2018 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.
  - **March 2018 Financial Report:** The financial report for the month ending March 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 May payables presented were approved for the period ending May 17, 2018 in the amount of \$276,439.18.

**Ms. Mrcozkowski motioned to approve the payables as presented and reviewed by the Board. Ms. Horrom supported; no further discussion. Roll call votes taken Marie Wayman (ABSENT) 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.

**Administrator's Report:**

- **April 26 Special BOC Meeting Follow Up:** Ms. Ashley and Mr. Greer met with County Administrator John Calabrese and Financial Officer Pam Gibson and are exploring federal grant and loan programs and opportunities for equipment and construction costs.
- **Community Engagement Update:** There are community conversations scheduled for June 13<sup>th</sup> and 14<sup>th</sup> and Pellston and Petoskey respectively. There are also several dates scheduled for tours of Bay Bluffs. Ms. Ashley is working on a schedule with Harbor Inc.
- **Emergency Preparedness Pandemic Response**  
Ms. Ashley and Ms. Smith educated the Board on the emergency preparedness efforts taking place, including working with the Health Department of Northwest Michigan to designate Bay Bluffs as closed point of distribution in a pandemic situation.

**Old Business:**

None

**New Business:**

- **Board Member Absences:** There was discussion of rules of procedure regarding board member absences. Board members stressed the need for all board members to be engaged and present. There was discussion of the rule allowing for participation via phone. Board members requested that Mr. Engel do some research and prepare an opinion regarding absences over time.
- **Administrator Evaluation:** Ms. Horrom motioned that the Board meet in closed session to consider the periodic evaluation of the Administrator because the Administrator has requested a closed hearing. Ms. Mroczkowski supported the motion. There was no more discussion. A roll call vote was taken: Gayle Mroczkowski (Y), Liz Horrom (Y). The motion passed and the board moved into closed session at 11:40 am. The Board returned to open session at 12:32 pm.

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**Public Comment:** None.

**Recap & Summary:** Mr. Engel will prepare an opinion regarding board member absences for the Board.

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

**Upcoming Meetings:**

- The next Regular Meeting is scheduled for June 21, 2018 in the Bay Bluffs Conference room at 10 a.m.

6/21/18

Date

Liz Horrom

Liz Horrom, Board Vice Chair

6/21/18

Date

Kristen Smith

Kristen Smith, Recording Secretary

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

