



Bay Bluffs – ECMCF
Emmet County Department of Health & Human Services Board
Board Meeting Minutes
October 18, 2018

Liz Horrom, Vice Chairperson, called the meeting to order 10:02 a.m. at Bay Bluffs – ECMCF in the Conference Room.

Board Members Present: Gayle Mroczkowski
Liz Horrom

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: Sonja Bosley, Karen Gauden, Dawn Ross, Kathe Shaw, Liz Osborne,
Jonelle Gilette

Consent Agenda: The consent agenda included the meeting agenda, and minutes from the September 20, 2018 meeting.

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**
 - **September 2018 Cash Report:** The cash report for the month ending September 30, 2018 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.
 - **August 2018 Financial Report:** The financial report for the month ending August 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 October payables presented were approved for the period ending October 18, 2018 in the amount of \$474,365.78.
Ms. Mroczkowski motioned to approve the payables as presented and reviewed by the Board. Ms. Horrom supported; no further discussion. Roll call votes taken: Gayle Mroczkowski (YES) Liz Horrom (YES). Motion carries.
- **Contracts:**
 - **Senior Millage:** Mr. Greer informed the Board that Bay Bluffs will receive \$14,000.00 for 2019 from the Senior Millage. Ms. Mroczkowski motioned to authorize Mr. Greer to sign the agreement. Ms. Horrom supported. Voice votes taken; motion carried by consensus.
- **Capital Expenditures:**
 - **Flooring-** Mr. Greer and Ms. Ashley explained to the Board that they were still receiving bids on the floor. Several contractors were delayed in coming to Bay Bluffs due to their busy schedules. The Plant Operations Manager has been in regular contact with several companies and is continuing to pursue quotes.

Leadership Report

- **Introduction of Clinical Leadership Team:** Sonja Bosley (Director of Nursing), Karen Gauden (Staff Development Coordinator), Dawn Ross (Quality and Compliance Director), Kathe Shaw (Director of Skilled Services), Liz Osborne (Director of Rehab) and Janelle Gillette (Speech Therapist) introduced themselves and their respective roles to the Board.

Administrator's Report:

- **Community Engagement Strategy-** Ms. Ashley presented the Board with a Community Engagement Strategy. Ms. Mroczkowski motioned to approve the Community Engagement Strategy as presented by Ms. Ashley. Ms. Horrom supported. Voice votes taken; motion carries.
- **Strategic Planning Process 2019-2021-** Ms. Ashley informed the Board that the Leadership Team is working on developing a list of strategic goals that will be presented to the Board at the November or December meeting. A list of accomplishments from 2016-2018 was presented.
- **Facility Assessment-** Ms. Ashley introduced the facility assessment and its purpose to the Board.
- **Resident Experience and Employee Engagement Survey-** Ms. Ross and Ms. Ashley presented the Board with results of the Resident Experience and Employee Engagement Surveys.
- **Nurse Aide Training Update-** Ms. Ashley informed the Board that Nurse Aide Training Program Lockouts are being looked at by federal legislators. She explained the impact that lockout legislation has on long term care. Ms. Horrom motioned to approve Ms.

Ashley to write a letter to legislators on behalf of the Board regarding lockout legislation. Ms. Mroczkowski supported. Voice votes taken; motion carries.

Old Business:

- o **DHHS Board Vacancy:** A candidate has been interviewed by the Department of Health and Human Services and is waiting on the state process.

New Business: None

Public Comment: None

Recap & Summary: Ms. Ashley will add information to the summary for the Board of Commissioners. Ms. Ashley will write legislators regarding the Nurse Aide Training Program lockout. Ms. Ross will share survey driver information. Ms. Ashley will attend the county budget meeting. Ms. Ashley will follow up on 501c3 status.

Adjournment: Regular Meeting adjourned at 12:15 p.m.

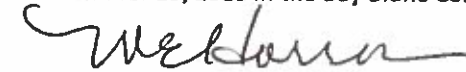
Upcoming Meetings:

- The next Regular Meeting is scheduled for November 15, 2018 in the Bay Bluffs Conference room at 10 a.m.

Date

11/15/18

Date



Liz Horrom, Vice Chairperson



Kristen Smith, Recording Secretary

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

