



**Bay Bluffs – ECMCF**  
Emmet County Department of Health & Human Services Board  
Board Meeting Minutes  
December 19, 2019

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

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

**Board Members Absent:** None

**Staff Present:** Kristen Smith, Executive Assistant  
Michael Greer, Chief Financial Officer  
Lisa Ashley, Administrator

**Others Present:** Robert Engel, Civil Counsel  
Charlie MacInnis, Emmet County Commissioner

**Staff Absent:** None

**Guests Present:** None

**Consent Agenda:** Ms. Mroczkowski motioned to approve the consent agenda. Ms. Hansen supported the motion. Voice votes taken; motion carried by consensus.

**Chief Financial Officer's Report**

- **Financial Dashboard**
  - **November 2019 Cash Report:** The cash report for the month ending November 30, 2019 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.
  - **October 2019 Financial Report:** The financial report for the month ending October 31, 2019 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. Hansen supported. Voice vote taken; motion carried by consensus.

- **Payables:** The payables presented were approved for the period ending December 19, 2019 in the amount of \$323,349.30. Ms. Mroczkowski motioned to approve the payables as presented. Ms. Hansen supported; no further discussion. Roll call vote: Ms. Mroczkowski (YES), Ms. Horrom (YES), Ms. Hansen (YES). Motion carries.
- **Contracts:**
  - **MSDS Online Renewal-** Ms. Ashley requested that the Board renew the subscription for MSDS Online. Ms. Hansen motioned to renew the subscription of MSDS Online. Ms. Mroczkowski supported; no further discussion. Roll call vote: Ms. Mroczkowski (YES), Ms. Horrom (YES), Ms. Hansen (YES). Motion carries.
  - **Networks Northwest- Business Resource Network Renewal:** Ms. Ashley requested that that Board renew the agreement with Networks Northwest. Ms. Mroczkowski motioned to renew the agreement with Networks Northwest. Ms. Hansen supported; no further discussion. Roll call vote: Ms. Mroczkowski (YES), Ms. Horrom (YES), Ms. Hansen (YES). Motion carries.
- **Capital Expenditures:**

#### **Administrator's Report:**

- **Nursing Role Consolidation Update-** Ms. Ashley updated the Board as to the consolidation of nursing roles and responsibilities. She informed them that the responsibilities of the treatment nurse were being absorbed by the floor nurse on each neighborhood. She explained the cost savings, but cautioned that this would need to be re-evaluated if quality metrics suffered.
- **Remedi Agreement – "Paxit" follow up:** Ms. Ashley showed the Board an example of the "paxit" packaging that Remedi Pharmacy uses.
- **Facility Remodel Update :** The floor in Birch is still curing. The County has received bids and is expected to approve them.

#### **New Business:**

- **Special Assessment Overview-** Mr. Engel explained that Macomb County implemented a 1 time special assessment for their MCF, and explained a bit of the legal background to the Board. The Board agreed that while an interesting option, it is likely not practical at this stage.
- **2020 Meeting Schedule Draft-** Ms. Ashley requested that Board members review the draft included in their packets and return any feedback to her. The schedule will be finalized and approved at the January meeting.
- **Board Calendar of Activities Draft-** Ms. Ashley requested that Board members review the draft included in their packets and provide her with any feedback. Discussion of removing some activities (such as attendance by phone) from the 'parking lot'. Ms. Horrom requested that an update of current contracts be included.
- **Grateful Family Letter-** Ms. Ashley shared a letter she received from a grateful family regarding the care that their loved one had received at Bay Bluffs.

**Old Business:**

- **Strategic Business Plan-** Ms. Ashley reports that she and Mr. Greer have presented the Strategic Business Plan to Mr. Calabrese and Ms. Gibson at the County, and that they are supportive. They are continuing to look for way to contain and/or reduce operating costs.

**Public Comment:** None

**Recap & Summary:** Review Board Calendar of Activities and Public Notice- provide feedback to Ms. Smith or Ms. Ashley.

**Adjournment:** Regular Meeting adjourned at 11:38 a.m.

**Upcoming Meetings:**

- The next Regular Meeting is scheduled for January 16, 2020 in the Bay Bluffs Conference Room at 10 a.m.

1-16-20  
Date

1/16/2020  
Date

Liz Horrom (chair)  
Liz Horrom, Chairperson

Kristen Smith  
Kristen Smith, Recording Secretary

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

