



Bay Bluffs – ECMCF
Emmet County Department of Health & Human Services Board
Board Meeting Minutes
February 21, 2019

Liz Horrom, Vice Chairperson, called the meeting to order 10:07 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: 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: Kate Stolarski- Success Coach for Business Resource Network
Dave Droste- Business Liason Networks Northwest
Evelyn Szpliet- TeamWork Northwest

Consent Agenda: The consent agenda included the meeting agenda, Referral/Admission/Discharge report, Board of Commissioners monthly report, Administrators Monthly summary and minutes from the January 19, 2019 Board 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**
 - **January 2019 Cash Report:** The cash report for the month ending January 30, 2019 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.
 - **December 2018 Financial Report:** The financial report for the month ending December 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. Hansen supported. Voice vote taken; motion carried by consensus.**

- **Payables:** The February payables presented were approved for the period ending February 21, 2018 in the amount of \$834,304.03.

Ms. Mroczkowski motioned to approve the payables as presented and reviewed by the Board. Ms. Hansen supported; no further discussion. Roll call votes taken: Liz Horrom (YES) Gayle Mroczkowski (YES) Carol Hansen (YES). Motion carries.

- **Contracts:**

- **None**

- **Capital Expenditures:**

- Mr. Greer updated the Board that over the last few months copiers have been changed out to new machines with a new vendor, there is an upgrade to fiber with ATT and PFN that will be occurring, and that he is working on a software conversion with accounts payable, payroll, and the general ledger, and he is working on a work comp audit and preparing for the annual audit. There was also discussion regarding the potential of a Medicaid support position, as other facilities have done. Mr. Greer and Ms. Ashley will follow up on that with DHHS and other organizations.

Leadership Report

- **TeamWork Northwest presentation:** Ms. Ashley welcomed Ms. Stolarski, Ms. Szpliet and Mr. Droste to present on the Business Resource Network and TeamWork Northwest. **Ms. Mroczkowski motioned to join the Business Resource Network contingent upon Mr. Engel's review and approval of the contract. Ms. Horrom supported; no further discussion. Roll call votes taken: Liz Horrom (YES), Gayle Mroczkowski (YES), Carol Hansen (YES). Motion carries.**

Administrator's Report:

- **Facility Planning Update:** Ms. Ashley gave an update to the Board on facility planning progress. She discussed the county purchasing process and that RFPs were being put together for flooring, fire safety, and architecture services for the front entry, spa rooms and dining rooms.
- **MCF Role/Purpose/Benefits:** Ms. Ashley led the Board in a discussion of the role of a county medical care facility, and let the Board know that this information will be included in the upcoming annual report, the Bay Bluffs website, and the Bay Bluffs social media.

Old Business:

- **Public Hearing Requirement:** This item remains tabled for future discussion.
- **Rules of Procedure- attendance by phone:** This item remained tabled for future discussion.
- **Resident Acuity and Staffing:** This item remains tabled for future discussion.
- **Emergency Operations Plan Review:** This item remains tabled for future discussion.

New Business:

- **Bay Bluffs Fund Board Appointees:** Ms. Ashley presented a slate of appointees, including David Buzzelli, Lisa Blanchard, Lauri Hartmann, Janet Gentle, Mike Hinz and William Marshall Sr. The slate also includes Jim Schroeder and Lisa Ashley as ex-officio members, and Charlie MacInnis as the County Commission Appointee. **Ms. Mroczkowski motioned to approve the slate as presented. Ms. Horrom supported; no further discussion. Voice votes taken, motion carries.**
- **Strategic Goals 2019:** Ms. Ashley gave a brief overview of organizational and departmental goals, and let the Board know that members of the Bay Bluffs leadership will be attending future meetings to discuss these goals.

Public Comment: None

Recap & Summary: Mr. Engel will review the BRN contract. Ms. Smith will add information about the benefits of county medical care facilities to the website and social media. Ms. Ashley and Mr. Greer will continue to look in to a Medicaid support position. Ms. Ashley will be presenting to the County Commission at their March meeting.

Adjournment: Regular Meeting adjourned at 12:30p.m.

Upcoming Meetings:

- The next Regular Meeting is scheduled for March 19, 2019 in the Bay Bluffs Conference Room at 12:30 pm.

Date

Liz Horrom, Vice Chairperson

Date

Kristen Smith, Recording Secretary

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