



Bay Bluffs – ECMCF
Emmet County Department of Health & Human Services Board
Board Meeting Minutes
January 17, 2019

Liz Horrom, Vice Chairperson, called the meeting to order 10:03 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: None

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 December 20, 2018 Board meeting.

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

Chief Financial Officer's Report

- **Financial Dashboard**
 - **December 2018 Cash Report:** The cash report for the month ending December 31, 2018 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.
 - **November 2018 Financial Report:** The financial report for the month ending November 30, 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 January payables presented were approved for the period ending January 17, 2018 in the amount of \$335,614.27.

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:**

- **Ward Psychological Services:** Ms. Ashley explained the need for additional psychological support and treatment for Residents. Ms. Ward will bill Residents and their insurance for the services provided. She will also be able to provide training in Trauma Informed Care for staff, as required by CMS. **Ms. Mroczkowski motioned to approve of the contract and Business Associate Agreement with Ms. Ward. Ms. Hansen supported; no further discussion. Roll call votes taken: Liz Horrom (YES) Gayle Mroczkowski (YES) Carol Hansen (YES). Motion carries.**

- **ARJO Service Agreement:** Mr. Greer and Ms. Ashley explained the need for continuation of the ARJO Service Agreement. This will allow for continuation of maintenance service to the ARJO Lifts purchased a few years ago and will be a cost savings. **Ms. Mroczkowski motioned to approve the ARJO Service Agreement. Ms. Hansen supported; no further discussion. Roll call votes taken: Liz Horrom (YES) Gayle Mroczkowski (YES) Carol Hansen (YES). Motion carries.**

- **Applied Imaging:** Mr. Greer explained the need to change vendors and that this change would be a cost savings. He explained that Emmet County also uses Applied Imaging for their copy and printing needs. **Ms. Mroczkowski motioned to approve the contract with Applied Imaging. Ms. Hansen supported; no further discussion. Roll call votes taken: Liz Horrom (YES) Gayle Mroczkowski (YES) Carol Hansen (YES). Motion carries.**

- **Capital Expenditures:**

- **Vehicle Purchase- MDOT Contract:** Ms. Ashley explained the MDOT funding procedures and asked that the Board approve a cost variance of \$1,074 which will go to additional features, including a back up camera, for the new vehicle. **Ms. Mroczkowski motioned to approve the variance in the amount of \$1,074. Ms. Hansen supported; no further discussion. Roll call votes taken: Liz Horrom (YES), Gayle Mroczkowski (YES), Carol Hansen (YES). Motion carries.**

Leadership Report

- **Facility Master Plan Update:** Ms. Ashley led the Board in a discussion of loan priorities, including floors, replacement of fire panels, reconfiguration of the front entrance and remodeling spa rooms.

Administrator's Report:

- **Annual Survey Update:** Ms. Ashley reported that Bay Bluffs received 3 life safety citations and 9 health citations. She explained that the average at other facilities has been 15-20 health citations. She explained that the plan of correction has been accepted, with expected substantial compliance by January 31, 2019.
- **Community Engagement Updates:** Ms. Ashley explained that she is looking in to creating an Annual Report to be distributed, and will keep the Board updated.
- **Bay Bluffs Fund Update:** Ms. Ashley continues to recruit members and has appointments scheduled for February.
- **Policy Review: Illegal Substance Use:** Ms. Ashley requested that the Board approve the Illegal Substance Use Policy as presented. **Ms. Mroczkowski motioned to approve of the Illegal Substance Use Policy as presented by Ms. Ashley. Ms. Hansen supported. Voice votes taken. Motion carries.**

Old Business:

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

New Business:

- **2019 Meeting Schedule:** The March meeting will be scheduled for March 19 at noon in the Bay Bluffs conference room.

Public Comment: None

Recap & Summary: None

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

Upcoming Meetings:

- The next Regular Meeting is scheduled for February 21, 2019 in the Bay Bluffs Conference Room at 10 a.m.

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.