



Bay Bluffs – ECMCF

Emmet County Department of Health & Human Services Board

Board Meeting Minutes

July 18, 2019

Liz Horrom, Board Chair, called the meeting to order at 10:02 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, and minutes from the June 20th and June 28th meetings.

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**
 - **June 2019 Cash Report:** The cash report for the month ending June 30, 2019 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.
 - **May 2019 Financial Report:** The financial report for the month ending May 31, 2019 was included in packets as well. Mr. Greer reviewed and explained this report to the Board. **Ms. Hansen motioned to approve the financial report. Ms. Mroczkowski supported. Voice vote taken; motion carried by consensus.**
 - **Accounts Receivable:** Mr. Greer reviewed accounts receivable.

- **Payables:** The payables presented were approved for the period end July 18, 2019 in the amount of \$351,800.89. **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:**
- **Capital Expenditures:**
 - **None**
- **Senior Millage Grant Application:** Mr. Greer explained the Senior Millage Grant Application to the Board. He requested that the Board reaffirm their policy of non discrimination. **Ms. Hansen motioned that the Board reaffirm their policy of non discrimination. Ms. Mroczkowski supported; no further discussion. Voice vote. Motion carries by consensus.** Mr. Greer requested that the Board approve the Senior Millage Grant Application. **Ms. Hansen motioned that the Board approve the Senior Millage Grant Application. Ms. Mroczkowski supported; no further discussion. Voice vote. Motion carries by consensus.**
- **2020 Budget Development Plan:** Mr. Greer and Ms. Ashley discussed the 2020 budget development plan, including that the focus is on staffing and census. It is important to control costs, but the biggest positive results are from increasing revenue, which is accomplished by increasing the census. Mr. Greer hopes to have a preliminary budget by the end of August. He is exploring various options with regard to benefits. He is meeting with department heads to go over need.

Administrator's Report:

Ms. Ashley informed that Board that Bay Bluffs had been contacted by the Motion Picture Licensing Corporation. Bay Bluffs needs to have an agreement in place in order to show movies and stream movies and television shows in common areas. She is currently working with Mr. Engel on this issue.

She informed the Board that during maintenance of a leaking dishwasher, mold was found in one of the dining rooms. The dining room was immediately sealed off and the Health Department of Northwestern Michigan contacted. She is waiting for more information, but the dining room remodel may move up in priority.

New Business:

- **Strategic Business Plan Development:** Ms. Ashley has put together a tentative work plan through October. She explained that she is still waiting on an updated pro forma from Plante/Moran, as the first one didn't include all the necessary assumptions. She explained some challenges regarding certificate of need and relocating beds.

Old Business:

- **None**

Public Comment: None

Recap & Summary: Mr. Greer will update the Board on budget and benefits. Ms. Ashley will continue to update the Board on projects and the business plan development. Ms. Smith will follow up with the Emmet County Clerk's office on terms.

Adjournment: Regular Meeting adjourned at 11:27 a.m.

Upcoming Meetings:

- The next Regular Meeting is scheduled for ~~August 15, 2019~~ ^{September 19, 2019} in the Bay Bluffs Conference Room at 10 a.m.

8/15/19

Date

8/15/19

Date

Liz Horrom

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.

