



## Bay Bluffs – ECMCF

Emmet County Department of Health & Human Services Board  
Board Meeting Minutes  
June 20, 2019

Liz Horrom, Board Chair, called the meeting to order at 10:01 a.m. at Bay Bluffs – ECMCF in the Conference Room.

<b>Board Members Present:</b>	Gayle Mroczkowski Liz Horrom
<b>Board Members Absent:</b>	Carol Hansen
<b>Staff Present:</b>	Michael Greer, Chief Financial Officer Kristen Smith, Administrative Assistant Lisa Ashley, Administrator
<b>Others Present:</b>	Robert Engel, Civil Counsel
<b>Staff Absent:</b>	None
<b>Guests Present:</b>	Nick Maeder, Plante/Moran

**Consent Agenda:** The consent agenda included the meeting agenda, Referral/Admission/Discharge report, and minutes from the May 16, 2019 Board meeting.

**Ms. Mroczkowski motioned to approve the consent agenda. Ms. Horrom supported the motion. Voice votes taken; motion carried by consensus.**

### Chief Financial Officer's Report

- **Audit Report**
  - Nick Maeder of Plante/Moran presented the 2018 audit report. He presented an unmodified or clean opinion, which is the best possible outcome. He answered questions and had a discussion with board members regarding financial trends in long term care, reimbursements, and financial stability.  
**Ms. Mroczkowski motioned to accept the audit report as presented by Mr. Maeder. Ms. Horrom supported. Voice votes taken; motion carried by consensus.**
- **Financial Dashboard**
  - **May 2019 Cash Report:** The cash report for the month ending May 31, 2019 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.

- **April 2019 Financial Report:** The financial report for the month ending April 30, 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. Horrom supported. Voice vote taken; motion carried by consensus.
- **Accounts Receivable:** Mr. Greer reported to the Board that collections have increased.
- **Payables:** The May payables presented were approved for the period end June 20, 2019 in the amount of \$395,454.29. Ms. Mroczkowski motioned to approve the payables as presented. Ms. Horrom supported; no further discussion. Roll call vote: Ms. Mroczkowski (YES), Ms. Horrom (YES), Ms. Hansen (ABSENT). Motion carries.
- **Contracts:**
  - **Senior TV:** Mr. Greer presented a contract, reviewed by Mr. Engle, for Senior TV. Senior TV will provide Bay Bluffs Residents with increased channel options, as well as the option for a community channel. Ms. Mroczkowski motioned to approve the Senior TV contract as presented by Mr. Greer. Ms. Horrom supported; no further discussion. Roll call vote: Ms. Horrom (YES), Ms. Mroczkowski (YES), Ms. Hansen (ABSENT). Motion carries.
  - **McLaren Hospice:** Ms. Ashley requested that Ms. Horrom sign the Annual Review and Renewal of Contract form for McLaren Hospice. Ms. Mroczkowski motioned to authorize Ms. Horrom to sign the Renewal of Contract for McLaren Hospice. Ms. Horrom supported. Voice votes taken, motion carries.
- **Capital Expenditures:**
  - Ms. Ashley updated the Board on the architectural services. Her first meeting with them is this week, and there is another meeting in July.

**Administrator's Report:**

- Ms. Ashley informed the Board that she and Mr. Greer were meeting with Dave Buzzelli and Pier Borra to discuss operational recommendations, including:
  - Increased private pay rate
  - Rate based on acuity
  - Marketing of skilled services
  - Review of staffing and staff utilization
  - Covering depreciation over next 5 years.

Ms. Ashley explained that Mr. Borra had offered to act as an advisor to the Bay Bluffs executive leadership team and the Board.

**New Business:**

- None

**Old Business:**

- **County Meeting Updates:** After discussion, it was determined that a special meeting should be scheduled on June 28<sup>th</sup> at 9am to discuss the June 27 County Board of Commissioners meeting. Mr. Buzzelli and Mr. Borra would be invited. Ms. Horrom motioned to schedule a special meeting on June 28<sup>th</sup> at 9a.m.. Ms. Mroczkowski supported. Voice votes taken; motion carries by consensus.

**Public Comment:** None

**Recap & Summary:** Ms. Smith will post the special meeting.

**Adjournment:** Regular Meeting adjourned at 11:50a.m.

**Upcoming Meetings:**

- The next Regular Meeting is scheduled for July 18, 2019 in the Bay Bluffs Conference Room at 10 a.m.

7/18/19  
Date

7/18/19  
Date

Liz Horrom (Board Chair)  
Liz Horrom, Chairperson

Kristen Smith  
Kristen Smith, Recording Secretary

