



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

Gayle Mroczkowski, Vice Chairperson, called the meeting to order at 12:34 p.m. at Bay Bluffs – ECMCF in the Conference Room.

Board Members Present: Gayle Mroczkowski
Liz Horrom (attending via phone)
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

Staff Absent: None

Guests Present: Susan Thurston, Human Resources

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 February 21, 2019 Board meeting.

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

Chief Financial Officer's Report

- **Financial Dashboard**
 - **February 2019 Cash Report:** The cash report for the month ending February 28, 2019 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board. There was discussion of Accounts Receivable and outstanding balances. The Board discussed various options and asked Mr. Greer to report back at the next meeting.
 - **January 2019 Financial Report:** The financial report for the month ending January 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. Horrom supported. Voice vote taken; motion carried by consensus.**

- **Payables:** The February payables presented were approved for the period ending March 19, 2018 in the amount of \$378,393.11.

Ms. Hansen motioned to provisionally approve the payables with final approval to come at the April 18 meeting. Ms. Horrom supported; no further discussion. Voice votes taken. Motion carries.

- **Contracts:**

- **None**

- **Capital Expenditures:**

- Ms. Ashley updated the board that she plans to discuss the Medicaid support position with Maureen Clore at DHHS before the April meeting. She also informed the Board that Summit has been installing new fire panels. The funding will come from the bond. Kiss Carpet's bid for flooring was approved at the recent County Commissioners meeting. An RFP has been placed for design services for the front entry, spa and dining rooms.

Leadership Report

- **Overview of Organizational Goals 2019-2021**

Ms. Ashley gave an overview of the Organizational Goals and explained the strategic planning process to the Board. Organizational Goals fall under the pillars of People, Quality, Growth, Service and Resources and focus on recruitment and retention of staff, facility wide quality improvement program, growing short term rehabilitation services, implementing a neighborhood living concept, securing funds for support of capital projects and expanding the Bay Bluffs Fund organization.

- **Overview of Department Goals 2019**

- **Business/Finance** Ms. Ashley explained the business/finance goals, including completing transitions to a new payroll software, increasing days cash on hand to 45 days, reducing outstanding AR balances, implementation of fiber and upgrading telephone services.
- **Customer Service** Ms. Smith explained the customer service goals, including developing a project management process to support leadership administrative tasks, standardizing facility document management, providing education and training for residents and families regarding emergency planning, expanding knowledge of leadership staff in fulfilling emergency management roles, developing the community liaison role and implementing a style guide and brand recognition program with print and social media materials.
- **Human Resources** Ms. Thurston explained the human resources goals, including achieving employee engagement survey goals, cultivating relationships with

educational institutions to boost recruitment and developing an employee recognition program.

Administrator's Report:

- Ms. Ashley informed the Board that lots of hiring is taking place and Bay Bluffs is participating in several local job fairs and business expos.

Old Business:

- **Recap Board of Commissioners planning session 2/26/19:** Ms. Ashley attended the BOC planning session and shared her thoughts with the Board. She informed the Board that there had been significant discussion regarding county priorities.
- **Recap 3/11/19 Board of Commissioners meeting:** Ms. Ashley presented at the 3/11/19 BOC meeting, as did Jennifer Woods, the interim CEO of McLaren Northern Michigan. Ms. Woods presented information that supported Bay Bluffs' position.

New Business:

- **Administrator Annual Performance Review:** Ms. Horrom requested that Ms. Thurston send the compiled review packets to the Board members. They will schedule a time to hold the evaluation.
- **Public Comment:** None

Recap & Summary: Mr. Greer will follow up on AR/outstanding balances. Ms. Ashley will present a quarterly report of applications received vs. the number of qualified candidates. Ms. Ashley will update the Board on the community liaison role. The Board will give final approval of the March payables at the April meeting. Ms. Ashley will continue to look in an annual report. More leadership goals will be discussed. Bay Bluffs staff will use the county system for capital projects. Board members will schedule Ms. Ashley's evaluation.

Adjournment: Regular Meeting adjourned at 2:14 p.m.

Upcoming Meetings:

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

Date

Gayle Mroczkowski, Vice Chairperson

Date

Kristen Smith, Recording Secretary

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