



Bay Bluffs – ECMCF

Emmet County Department of Health & Human Services Board

Board Meeting Minutes

August 15, 2019

Liz Horrom, Board Chair, called the meeting to order at 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: Ms. Ashley added a contract with One Staff Medical to the finance report, Lilac Dining Room to the Administrator's Report and Living Forward Proposal to New Business. The consent agenda included the meeting agenda with the aforementioned changes, Referral/Admission/Discharge report, and minutes from the July 18 meeting.

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**
 - **July 2019 Cash Report:** The cash report for the month ending July 30, 2019 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.
 - **June 2019 Financial Report:** The financial report for the month ending June 31, 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. Hansen supported. Voice vote taken; motion carried by consensus.**

- **Accounts Receivable:** Mr. Greer reviewed accounts receivable.
- **Payables:** The payables presented were approved for the period ending August 15, 2019 in the amount of \$348,836.26. **Ms. Hansen motioned to approve the payables as presented. Ms. Mroczkowski supported; no further discussion. Roll call vote: Ms. Mroczkowski (YES), Ms. Horrom (YES), Ms. Hansen (YES). Motion carries.**
- **Contracts:**
 - **One Staff Medical:** Ms. Ashley presented the contract to the Board. One Staff Medical provides traveling nursing staff. Bay Bluffs is hoping that they may have some traveling CNAs to assist with staffing difficulties. **Ms. Mroczkowski motioned to approve the contract as presented by Ms. Ashley. Ms. Hansen supported; no further discussion. Roll call vote: Ms. Mroczkowski (YES), Ms. Horrom (YES), Ms. Hansen (YES). Motion carries.**
- **Capital Expenditures:**
 - **None**
- **2020 Budget Development Plan:** There was discussion of whether or not the budget needed to be presented at a public hearing. Discussion of enterprise fund versus unit of government. There was discussion among the Board about this being a good way to increase transparency. The Board came to a consensus that it would be beneficial to hold a public hearing.

Administrator's Report:

- **Provider Tax:** Mr. Greer and Ms. Ashley provided the Board with some updates on the Provider Tax and QMI.
- **Creating the Future:** Ms. Ashley shared the "Creating the Future" presentation with the Board. This has been previously shared with Bay Bluffs leadership. There was discussion of benchmarking and this discussion will continue with leadership.
- **2019 Organizational Goal:** Ms. Ashley discussed Q2 milestones with the Board.
- **Lilac Dining Room:** Ms. Ashley provided information about the leak in the Lilac Dining Room. Mackinaw Environmental has been on site. The dining room and bathroom are closed currently, and Bay Bluffs is waiting on remediation quotes before moving forward.

New Business:

- **Board of Directors Terms/Renewals:** Ms. Mroczkowski is submitting a letter to the County Board of Commissioners expressing her interest in renewing her position. Ms. Ashley will provide a letter of support, as will Mr. MacInnis.
- **Resident Acuity and Staffing-Overview of Process:** Ms. Ashley shared sample data from the Lilac Neighborhood. There was discussion of the MDS and how acuity and staffing is

determined. Ms. Ashley shared that she, along with other members of leadership, meet at least weekly to determine admissions capability as it relates to acuity and staffing.

- **Living Forward Proposal:** Plante Moran Living Forward put together a proposal for an operational review. This review would assist with business planning, and would likely focus on the dietary and clinical departments. This review would assist with determining efficiency opportunities. **Ms. Mroczkowski motioned to approve the proposal and authorize the Chair to sign after civil council's review. Ms. Hansen supported the motion; no further discussion. Roll call vote: Ms. Horrom (YES), Ms. Mroczkowski (YES), Ms. Hansen (YES). Motion carries.**

Old Business:

- **Strategic Business Plan Development:** Ms. Ashley is still waiting to hear from the State of Michigan regarding Certificate of Need, as that determination will inform decisions. She has been in discussion with former donors about the proposed changes to the Birch neighborhood as well.

Public Comment: None

Recap & Summary: Ms. Smith will post the public hearing after a date is determined. Mr. Engel will review the Plante Moran Living Forward proposal. Ms. Ashley will send Business Resource Network information to Mr. MacInnis. Ms. Ashley and Mr. Greer will discuss the Plante Moran Living Forward proposal with Emmet County staff.

Adjournment: Regular Meeting adjourned at 12:17 p.m.

Upcoming Meetings:

- The next Regular Meeting is scheduled for September 19, 2019 in the Bay Bluffs Conference Room at 10 a.m.

Date

Liz Horrom, Chairperson

Date

Kristen Smith, Recording Secretary