



Bay Bluffs – ECMCF

Emmet County Department of Health & Human Services Board

Board Meeting Minutes

October 17, 2019

Liz Horrom, Board Chair, called the meeting to order at 10:01 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: Kristen Smith, Administrative Assistant
Lisa Ashley, Administrator

Others Present: Robert Engel, Civil Counsel
Charlie MacInnis, Emmet County Commissioner

Staff Absent: Michael Greer, Chief Financial Officer

Guests Present: None

Consent Agenda: 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**
 - **September 2019 Cash Report:** The cash report for the month ending September 30, 2019 was distributed in the packets. Ms. Ashley reviewed and explained the report to the Board.
 - **August 2019 Financial Report:** The financial report for the month ending August 31, 2019 was included in packets as well. Ms. Ashley 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:** Ms. Ashley reviewed accounts receivable.

- **Payables:** The payables presented were approved for the period ending October 17, 2019 in the amount of \$340,635.96. **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:**
 - **Remedi Pharmacy:** Ms. Ashley presented the proposed change in pharmacy vendors. The change is being driven by cost and medication errors. Remedi Pharmacy offers a method of medication delivery that the current vendor does not. This method is more efficient and also allows for less opportunity for medication errors. **Ms. Mroczkowski motioned to change the pharmacy vendor to Remedi Pharmacy. Ms. Hansen supported; no further discussion. Roll call vote: Ms Mroczkowski (YES), Ms. Horrom (YES), Ms. Hansen (YES). Motion Carries. Ms. Mroczkowski also motioned to direct Bay Bluffs staff to submit 90 days written notice to Hometown Pharmacy. Ms. Hansen supported; no further discussion. Voice votes taken. Motion carries.**
 - **Hospice of Michigan:** Ms. Ashley explained that Hospice of Michigan has proposed amending the contract to increase the reimbursement rate paid to the facility for respite care. **Ms. Mroczkowski motioned to approve the amendment. Ms. Hansen supported. Voice vote taken. Motion carries.**
- **Capital Expenditures:**
 - **None**
 - **2020 Private Pay Rate:** Mr. Greer discussed the recommended 2020 private pay rate. The 2020 Medicaid rate is \$317.81 per day. Mr. Greer recommended that the Board approve \$320 per day as the private pay rate. **Ms. Mroczkowski motioned to approve the private pay rate as \$320 per day, effective November 1, 2019. Ms. Hansen supported; no further discussion. Roll call vote: Ms. Horrom (YES), Ms. Mroczkowski (YES), Ms. Hansen (YES). Motion carries.**

Administrator's Report:

- **Facility Remodel Update :** Bond projects (dining rooms, spa rooms and front entry) are being bid out. Depending on costs, the Lilac dining room remediation and the Birch dining room plumbing repair may need to be paid for out of bond project funds, which would require reprioritization of the remainder of the funds and projects.
- **PMLF Summary of Recommendations:** Plante Moran Living Forward reviewed central supply, nursing, dietary, and rehab services for processes and opportunities for increased efficiencies. The report is not available yet, and will be presented at the November meeting.
- **QAPI- Antibiotic Stewardship:** The Board reaffirmed their commitment for antibiotic stewardship.

New Business:

- **MobileX Cybersecurity:** Ms. Ashley explained to the Board that MobileX, the vendor used for mobile x-ray services, has experienced a data breach that exposed sensitive health information to the public. This has the potential to include the information of Bay Bluffs' Residents. Mr. Engel sent a letter to the General Manager, CEO and Privacy Officers of MobileX, requesting information as to whether or not Bay Bluffs' Resident have been impacted. Ms. Ashley explained that if we find that Resident information was breached, Resident families will be informed. Ms. Ashley and Mr. Greer are meeting with Common Angle to review cybersecurity safeguards.

Old Business:

- **Strategic Business Plan Development:** Ms. Ashley provided an update on the Birch dining room, and offered to tour the Board members.

Public Comment: None

Recap & Summary: Ms. Ashley will provide a report of staff retention and the impact of the Business Resource Network on staff retention. Mr. MacInnis will share demographer information with the Board. Ms. Smith will post the public hearing for the budget. The budget will be presented at the November meeting.

Adjournment: Regular Meeting adjourned at 11:15 a.m.

Upcoming Meetings:

- The next Regular Meeting is scheduled for November 21, 2019 in the Bay Bluffs Conference Room at 10 a.m. A public hearing for the budget is scheduled for 9:45 a.m. in the Bay Bluffs Conference Room.

Date

Liz Horrom, Chairperson

Date

Kristen Smith, Recording Secretary