



Bay Bluffs – ECMCF

Emmet County Department of Health & Human Services Board

Board Meeting Minutes

April 23 2020

Liz Horrom, Board Chair, called the meeting to order at 10:00 a.m. via Zoom Video Conference Service

Board Members Present:	Gayle Mroczkowski Liz Horrom Carol Hansen
Board Members Absent:	None
Staff Present:	Michael Greer, Chief Financial Officer Lisa Ashley, Administrator Kristen Smith, Executive Assistant
Others Present:	Robert Engel, Civil Counsel Charlie MacInnis, Emmet County Commissioner
Staff Absent:	None
Guests Present:	David Ravencroft, Common Angle (Zoom moderator)

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**
 - **January and February 2020 Finance Report:** The financial report for the month ending February 29, 2020 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.**
 - **Payables:** The payables presented were approved for the period ending April 23, 2020 in the amount of \$654,656.41. **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: None**
- **Capital Expenditures: None**
- **Administrator's Report:**
 - **Pandemic Preparation and Response Report:** Ms. Ashley updated the Board as to the Bay Bluffs' pandemic response and evolving regulatory guidance regarding COVID19. She also gave an update on how COVID19 is impacting the facility financially. Board members asked how they could support Bay Bluffs during this time, and Ms. Ashley directed them towards some of the Bay Bluffs Foundation efforts. **Ms. Horrom made a motion to request the release of seed money funds at the Petoskey Harbor Springs Area Community Foundation to the Bay Bluffs Foundation. Ms. Mroczkowski supported. No further discussion. Voice vote taken, motion carries.**

New Business:

- **None**

Old Business:

- **Administrative Evaluation:** Ms. Horrom will follow up with Ms. Ashley to schedule the evaluation.
- **Design Fee:** Ms. Ashley will follow up on the JK Interiors Design fee invoice and provide an update to the Board.

Public Comment: None

Recap & Summary: Ms. Ashley will follow up on the design fee.

Adjournment: Regular Meeting adjourned at 11:23 a.m.

Upcoming Meetings:

- The next Regular Meeting is scheduled for May 21, 2020 in the Bay Bluffs Conference Room at 10 a.m.

Date

Liz Horrom, Chairperson

Date

Kristen Smith, Recording Secretary