



## Bay Bluffs – ECMCF

Emmet County Department of Health & Human Services Board  
Board Meeting Minutes  
January 16, 2020

Liz Horrom, Board Chair, called the meeting to order at 10:00 a.m. at Bay Bluffs – ECMCF in the Conference Room.

<b>Board Members Present:</b>	Gayle Mroczkowski Liz Horrom Carol Hansen
<b>Board Members Absent:</b>	None
<b>Staff Present:</b>	Michael Greer, Chief Financial Officer Lisa Ashley, Administrator
<b>Others Present:</b>	Robert Engel, Civil Counsel Charlie MacInnis, Emmet County Commissioner
<b>Staff Absent:</b>	Kristen Smith, Executive Assistant
<b>Guests Present:</b>	None

**Consent Agenda:** Ms. Mroczkowski motioned to approve the consent agenda. Ms. Hansen supported the motion. Voice votes taken; motion carried by consensus.

**Abuse Prevention Program Training:** Mandi Kucharek, Education Coordinator, was introduced to the Board and gave an overview of policies and procedures related to Abuse and Neglect.

### Chief Financial Officer's Report

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

- **Payables:** The payables presented were approved for the period ending January 16, 2020 in the amount of \$339,928.58. **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:**
  - **Point Click Care/Remedi-** Ms. Ashley requested that the Board approve the addendum to the Point Click Care contract. This addendum addresses the need to connect the new pharmacy vendor, Remedi, with the EMR. The prior vendor, Hometown Pharmacy, paid the fee associated with the EMR connection, but under the agreement with Remedi, it is a Bay Bluffs responsibility. **Ms. Mroczkowski motioned to approve the addendum. Ms. Hansen supported; no further discussion. Roll call vote: Ms. Mroczkowski (YES), Ms. Horrom (YES), Ms. Hansen (YES). Motion carries.**
  - **Capital Expenditures:** Ms. Ashley updated the Board as to the progress on the projects. The Board members had questions regarding the bill for design fees that had been included and approved in Accounts Payable from JK Interiors. The bill was for more than Bay Bluffs is approved to spend without board approval. There were concerns that the service had been provided without a contract, and that Bay Bluffs had understood the work was being provided on a voluntary basis.
    - **Ms. Mroczkowski motioned for reconsideration of the approval for Accounts Payable for the purposes of removing the \$9,000.00 item from JK Interiors from the approved payables. Ms. Hansen supported; no further discussion. Voice votes taken, motion carries.**
    - **Ms. Mroczkowski motioned to approve Accounts Payable with the \$9000.00 item removed. Ms. Hansen supported; no further discussion. Roll call vote: Ms. Mroczkowski (YES), Ms. Horrom (YES), Ms. Hansen (YES). Motion carries.**
    - **Ms. Hansen motioned to direct staff to work with appropriate people on the \$9,000.00 item and report back to Board for action regarding future payment of all, some or none of the \$9,000.00 item. Ms. Mroczkowski supported; no further discussion. Voice votes taken, motion carries.**

#### **Administrator's Report:**

- **Bus Sale Plan:** Ms. Ashley updated the Board on the plan to sell the old bus. The recommendation is to attempt to sell the bus for \$7,000.00, and to use the proceeds to offset maintenance costs of the other two vehicles.
- **Facility Assessment:** Ms. Ashley reviewed the facility assessment with the Board.
- **2019 Facility Reported Incidents Summary:** Ms. Ashley reviewed the 2019 Facility Reported Incidents Summary with the Board. There were 49 incidents reported in 2019,

with 8 still open as of 12/31/19. The State visited Bay Bluffs 7 times, with 2 visits resulting in citations.

- **Bay Bluffs Foundation Update:** Ms. Ashley updated the Board on the Bay Bluffs Foundation.
- **2020 Scorecard:** Ms. Ashley informed the Board that this would be presented at the February meeting. It includes the 2020 goals of increasing the Medicare census, reducing expenses and maintaining quality.

**New Business:**

- **2020 Meeting Schedule:** Ms. Mroczkowski motioned to approve the 2020 Public Notice. Ms. Hansen supported. No further discussion. Voice votes taken, motion carries.
- **Rules of Procedure Review:** Edits will be presented at the February meeting.
- **Administrator Evaluation:** Ms. Ashley's direct reports will be instructed to fill out an evaluation form and return it to HR. HR will assist the Board in consolidating the results. Ms. Ashley's evaluation will take place in March.
- **Ad Hoc Facilities Committee:** Ms. Ashley is going to create an ad hoc committee to provide recommendations to the Board, including county staff, Bay Bluffs staff, Foundation board members and Bay Bluffs board members, with the goal of maintaining and streamlining communications among all parties.

**Old Business:**

- **2020 Board Calendar of Activities-** Ms. Ashley reviewed the revised Calendar of Activities. This will be used in developing monthly agendas.

**Public Comment:** None

**Recap & Summary:** Ms. Ashley will follow up on the Public Notice with Maureen Clore at DHHS. Ms. Ashley and Mr. Greer will follow up with Mr. Borra and JK Interiors regarding the \$9,000.00 item removed from Accounts Payable. Ms. Ashley will include facility assessment and abuse/neglect policies in her county report.

**Adjournment:** Regular Meeting adjourned at 11:38 a.m.

**Upcoming Meetings:**

- The next Regular Meeting is scheduled for February 20, 2020 in the Bay Bluffs Conference Room at 10 a.m.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Liz Horrom, Chairperson

Date

Lisa Ashley, Recording Secretary

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