



Bay Bluffs – ECMCF

Emmet County Department of Health & Human Services Board

Board Meeting Minutes

July 16, 2020

Liz Horrom, Board Chair, called the meeting to order at 10:05 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:	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**
 - **May 2020 Finance Report:** The financial report for the month of May 2020 was included in packets. 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.**
 - **Payables:** The payables presented were approved for the period ending July 16, 2020 in the amount of \$399,670.93. **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:**

- **McLaren BioMed-** Ms. Ashley explained that this is a renewal of the agreement Bay Bluffs has with McLaren for inspecting medical equipment. **Ms. Hansen motioned to approve the agreement as presented. Ms. Mroczkowski supported; no further discussion. Roll call vote: Ms. Horrom (YES), Ms. Mroczkowski (YES), Ms. Hansen (YES). Motion carries.**
- **Medline-** Ms. Ashley and Ms. Smith explained this agreement to the Board. The agreement allows Bay Bluffs to participate in Medline's PPE Program. Medline will only be selling PPE to those that participate. Participation does not require any minimum purchase amounts or guarantee any prices. **Ms. Mroczkowski motion to approve the agreement as presented. Ms. Hansen supported; no further discussion. Roll call vote: Ms. Horrom (YES), Ms. Mroczkowski (YES), Ms. Hansen (YES). Motion carries.**
- **LynxDx:** Ms. Ashley explained the Master Service Agreement and Statement of Work to the Board. **Ms. Hansen motioned to approve the agreement and statement of work as presented. Ms. Mroczkowski supported, no further discussion. Roll call vote: Ms. Horrom (YES), Ms. Mroczkowski (YES), Ms. Hansen (YES). Motion carries.**
- **Foundation Reimbursement Request:** Ms. Ashley explained that she would be requesting \$4,398.00 from the Bay Bluffs Foundation for reimbursement of PPE grant funds and the JK Interiors payment. The Board members agreed that the request was appropriate.
- **Nursing Recruitment- Loan Repayment Program:** Mr. Greer explained a recruitment opportunity with a loan repayment program for nurses. Payment would be made directly to the loan provider. This program would be reimbursable under current reimbursement standards, and would be available to current nurses as well as new hires. **Ms. Mroczkowski motioned to approve the loan repayment program as presented. Ms. Hansen supported; no further discussion. Roll call vote: Ms. Horrom (YES), Ms. Mroczkowski (YES), Ms. Hansen (YES). Motion carries.**
- **Administrator's Report:**
 - **Recovery Plan:** Ms. Ashley updated to Board on the status of family visits and how those were being accomplished. Ms. Ashley updated the Board as to the Bay Bluffs' pandemic response and evolving regulatory guidance regarding COVID19. Bay Bluffs staff are also required to be tested for COVID19 weekly.
 - **2020 Budget Revision:** Ms. Ashley shared with the Board that two administrative positions were being eliminated due to budget- Ward Clerk and Director of Quality and Compliance.
 - **Renovation Plan:** Ms. Ashley shared with the Board that the plans for dining rooms and spas have been submitted to the Health Facilities Engineering Section for their approval.

New Business:

- **MDOT Annual Plan Review-** Ms. Ashley updated the Board on the MDOT plan, including the blanket signature resolution. **Ms. Hansen motioned to approve the MDOT plan. Ms. Mroczkowski supported; no further discussion. Roll call vote taken: Ms. Horrom (YES), Ms. Mroczkowski (YES), Ms. Hansen (YES). Motion carries. Ms. Mroczkowski motioned to approve the blanket signature resolution. Ms. Horrom supported; no further discussion. Roll call vote taken: Ms. Horrom (YES), Ms. Mroczkowski (YES), Ms. Hansen (YES). Motion carries.**

Old Business:

Public Comment: None

Recap & Summary:

Adjournment: Regular Meeting adjourned at 11:16 a.m.

Upcoming Meetings:

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

Date

Liz Horrom, Chairperson

Date

Kristen Smith, Recording Secretary

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