



Bay Bluffs – ECMCF
Emmet County Department of Health & Human Services Board
Board Meeting Minutes
June 18, 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
Nick Maeder, Plante/Moran
Amanda Hoffman, Plante/Moran

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.

2019 Audit Presentation – Plante/Moran

Nick Maeder and Amanda Hoffman from Plante/Moran explained the 2019 Audit to the Board. They issued an unmodified or “clean” opinion, which is the highest opinion they issue. Mr. Maeder answered questions from Board members. **Ms. Hansen motioned to accept the Audit Report. Ms. Mroczkowski supported. Roll call vote taken: Ms. Horrom (YES), Ms. Mroczkowski (YES), Ms. Hansen (YES). Motion carries.**

Chief Financial Officer’s Report

- **Financial Dashboard**

- **April 2020 Finance Report:** The financial report for the month ending April 30, 2020 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.**
- **Payables:** The payables presented were approved for the period ending June 18, 2020 in the amount of \$44,150.58. **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.**
- **Foundation Request:** Ms. Ashley explained that she would be requesting \$15,082 from the Bay Bluffs Foundation for reimbursement of D&O insurance, PPE grant funds and the JK Interiors payment. The Board members agreed that the request was appropriate.
- **Administrator's Report:**
 - **Recovery Plan:** 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. She discussed HSB 690, which would potentially provide a wage increase for specific staff members.

New Business:

- **Testing Update-** Ms. Ashley updated the Board on the State of Michigan's requirement for baseline testing of all nursing home residents and staff.

Old Business:

- **Rules of Procedure—Validation for 2020/2021-** Ms. Ashley requested that the Board validate the Rules of Procedure. **Ms. Hansen motioned to validate the Rules of Procedure for 2020/2021. Ms. Mroczkowski supported; no further discussion. Roll call vote: Ms. Horrom (YES), Ms. Mroczkowski (YES), Ms. Hansen (YES). Motion carries.**

Public Comment: None

Recap & Summary:

Adjournment: Regular Meeting adjourned at 11:42 a.m.

Upcoming Meetings:

- The next Regular Meeting is scheduled for July 16, 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.