



## Bay Bluffs – ECMCF

Emmet County Department of Health & Human Services Board  
Special Board Meeting Minutes  
October 29, 2020

Gayle Mroczkowski, Board Vice Chair, called the meeting to order at 10:02 a.m. via Zoom Video Conference Service.

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

Mr. Engel reminded the Board that they must hold election of officers before moving on to the Consent Agenda. **Ms. Hansen nominated Ms. Mroczkowski for the role of Chair. Mr. Cordova supported the nomination. Ms. Mroczkowski accepted the nomination. Roll call vote: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES).**

**Ms. Mroczkowski nominated Ms. Hansen for the role of Vice Chair. Mr. Cordova supported the nomination. Ms. Hansen accepted the nomination. Roll call vote: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES).**

Ms. Mroczkowski welcomed Mr. Cordova to the Board. She expressed her appreciation for Liz Horrom's years of service on the Emmet County Department of Health and Human Services Board, and expressed her concern that Ms. Horrom was not reappointed to the Board, despite recommendations from Maureen Clore at DHHS and Ms. Ashley. She felt that Ms. Horrom's years of health care leadership were especially valuable to the Board during this pandemic.

**Consent Agenda:** Ms. Ashley requested that a Pandemic Response and Recovery Report be added to the agenda due changes in the local community. Ms. Mroczkowski requested to add a discussion of county loan payment to new business. **Ms. Hansen motioned to approve the consent agenda as amended. Mr. Cordova supported the motion. Voice votes taken; motion carried by consensus.**

**Pandemic Response and Recovery Report:** Ms. Ashley updated the Board to the dramatic changes that Bay Bluffs has experienced in census since early March. In March census was an average of 103. Currently, Bay Bluffs census is 84. People don't want to place their loved ones in long term care without knowing when they will be able to see them in person again. Since last week Thursday's meeting, there are 4 new regulations from CMS and/or MDHHS that have been put into place. Emmet County is currently at risk level E, which means in person visits are not allowed other than in end of life. There are two local nursing homes that have positive residents and staff. Bay Bluffs is preparing to test staff twice weekly as required by CMS when there is a county positivity rate over 10%. With the significant community spread, Emmet County is quickly approaching 10% positivity rate. Due to the significant community spread, staffing concerns, and spread within local nursing homes, Bay Bluffs will likely pause admissions for 14-21 days. If any staff tests come back positive, Bay Bluffs will be required to pause admissions.

#### **Chief Financial Officer's Report**

- **2020 Year End Budget Projections:** Mr. Greer is projecting to end 2020 with 25 days cash on hand, which is well below the 100 days cash on hand that is recommended by Plante Moran.
- **2021 Budget Assumptions:** Mr. Greer is projecting that Bay Bluffs will end 2021 with 26 days cash on hand as Bay Bluffs' income is driven by census, and until the pandemic ends, there will continue to be census concerns. Mr. Engel suggested that a public hearing for the 2021 budget should be set. **Mr. Cordova motioned to set a public hearing for the 2021 budget to take place at 9:45 am on November 19. Ms. Hansen supported. Voice votes taken, motion carries.**
- **Discussion of Compensation Impact on Filling Vacancies:** Ms. Ashley and Mr. Greer discussed the impact that compensation has on filling vacancies. Bay Bluffs is currently down by at least 15 FTEs. Starting wages for CNAs are currently below what is being offered by local restaurants that are hiring line cooks and dishwashers. Working in nursing homes is not an attractive option right now due to the pandemic, but it is made even less attractive by wages that aren't competitive. While there are staffing concerns across all departments, they are most critical in the clinical department. With more staff, Bay Bluffs can take more admissions and improve census. Mr. Greer presented the starting wages for CNAs, LPNs and RNs. CNAs start at \$13.79, LPNs at \$20.50, and RNs at \$25.50. The wage survey shows starting wages for CNAs at \$14.77-\$16.87, LPNs at \$21.73-\$25 and RNs at \$27.59-\$30.66. He proposed a base wage increase of \$1.25 for CNAs and LPNs, bringing their starting rate to \$15.05 and \$21.75, respectively. He proposed a base wage increase of \$2.00 for RNs, bringing their starting rate to \$27.50. This would have a \$41,400 impact on the 2020 budget, and a \$248,400 impact on the 2021 budget. Mr. Greer reminded the Board that each additional Resident that can be cared for at Bay Bluffs translates to approximately \$100,000 per year. Mr. Cordova shared that his human resources experience

confirms it is much more costly to recruit new staff than it is to retain current staff. **Ms. Hansen motioned to approve the base wage increase as presented by Mr. Greer. Mr. Cordova supported the motion; no further discussion. Roll call votes taken: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.**

**New Business:**

- **County Loan Payment:** Mr. Greer and Ms. Ashley met with county staff to discuss the issues surrounding loan payment. Mr. MacInnis suggested that Bay Bluffs could use the CARES Act funds or Senior Millage funds that it had received to make the county loan payment. Mr. Cordova explained that his understanding, from working in a residential healthcare setting, was that CARES Act funds could only be used for specific covid-19 related expenses, not items such as loan payments. Ms. Mroczkowski wanted to stress that the Bay Bluffs Board was making a good faith effort to make the county loan payment, and suggested that the Board show their good faith by making an immediate \$50,000.00 payment to the County. **Ms. Mroczkowski motioned to make an immediate payment to Emmet County in the amount of \$50,000.00, and to revisit the issue in November and December, with the intention of making additional payments at that point if possible. Ms. Hansen supported the motion; no further discussion. Roll call votes taken: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (Abstain). Motion carries.**

Ms. Mroczkowski discussed that she appreciated Mr. MacInnis acting as an advocate in passing accurate information to the County Board of Commissioners and county staff. Mr. MacInnis clarified that his role was not to act as an advocate but to share information with the Commissioners. Communication with the county staff was the responsibility of Bay Bluffs staff.

**Old Business:** None

**Public Comment:** None

**Recap & Summary:** A public hearing for the 2021 budget will be posted.

**Adjournment:** Regular Meeting adjourned at 11:18 a.m.

**Upcoming Meetings:**

- The next Regular Meeting is scheduled for November 19, 2020 in the Bay Bluffs Conference Room at 10 a.m.

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Date

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Gayle Mroczkowski, Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kristen Smith, Recording Secretary

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