



Bay Bluffs – ECMCF

Emmet County Department of Health & Human Services Board
Board Meeting Minutes
September 17, 2020

Liz Horrom, Board Chair, called the meeting to order at 10:01 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. Hansen motioned to approve the consent agenda. Ms. Mroczkowski supported the motion. Voice votes taken; motion carried by consensus.

Chief Financial Officer's Report

- **Financial Dashboard**
 - **July 2020 Finance Report:** The financial report for the month of July 2020 was included in packets. 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 September 17, 2020 in the amount of \$328,123.49. **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.**

Pandemic Response and Recovery Report: Ms. Ashley and Mr. Greer led a discussion regarding census and how it is impacting finances. There is a long wait list, but no one wants to admit their loved one to long term care at this point due to visitation restrictions. Occupancy is slightly above state and national average. Mr. MacInnis asked if Bay Bluffs intended to repay the bond payment to the County. Mr. Greer and Ms. Ashley assured him that they would make a good faith effort to do so, but there are still a lot of financial unknowns and pandemic related expenses that need to be considered. Mr. Greer is waiting on instruction as to what CARES Act funds can be used for. There was discussion of the latest visitation order. The dining room renovation project is moving forward, but bathing rooms aren't able to be completed at this time due to COVID restrictions. Ms. Ashley discussed that the Foundation was putting together an emergency needs capital campaign, and would be focusing on essential equipment, such as the boiler and other kitchen equipment.

New Business:

- **Organizational Scorecard:** Ms. Ashley informed the Board that the treatment nurse position was going to be posted.

Old Business:

Public Comment: None

Recap & Summary:

Adjournment: Regular Meeting adjourned at 11:09 a.m.

Upcoming Meetings:

- The next Regular Meeting is scheduled for October 15, 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.