



## Bay Bluffs – ECMCF

Emmet County Department of Health & Human Services Board

Board Meeting Minutes

January 21, 2021

Gayle Mroczkowski, Board Chair, called the meeting to order at 10:01 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>	Toni Drier, Mike Reeves

**Consent Agenda:** Ms. Ashley requested that two Plante Moran engagement letter be added to the contracts section. One letter is related to the cost report, the other is related to CARES Act/Covid Relief funding. **Ms. Hansen motioned to approve the consent agenda as amended. Mr. Cordova supported the motion. Voice votes taken; motion carried by consensus.**

### DHHS/ Bay Bluffs Board Chairwoman's Report

- Ms. Mroczkowski is happy to see that vaccination clinics have started at Bay Bluffs. She thanks Ms. Hansen for doing A/P approvals in person at this point. She instructed Ms. Ashley to include the county repayment issue on the agenda each quarter. Ms. Mroczkowskaid told Ms. Ashley and the Board Members that she would like outside council to review the Letter of Understanding from Emmet County to the Board before it comes before the Board.

### Pandemic Response and Recovery Report

- Ms. Ashley reported that the first vaccine clinic has taken place. In October, Bay Bluffs was required to partner with either CVS or Walgreens and chose to work with Walgreens. The first clinic went very smoothly with no immediate negative reactions. There were a few minor, delayed reactions (namely red itchy arms), but nothing major. At this point, 75% of Residents and 40% of staff have received their first dose, and she is hoping for more in February. Ms. Ashley addressed the issue of vaccine hesitancy. She stated that many employees are worried about potential side effects and that there has been lots of misinformation and politicized information circulating regarding the vaccine. She informed the Board that Bay Bluffs may see vaccination rates tied to reopening. There is currently no process in place for vaccinating new residents or staff. Ms. Ashley and Bay Bluffs staff are checking with the health department and the provider that does new hire physicals to see if that is something that they can assist with. Visits are currently being offered in very limited circumstances and require visitors to be rapid tested. Bay Bluffs has rapid testing capabilities. Rapid tests on visitors are currently not required to be reported in the same manner as testing of Residents and staff. If that requirement changes, it will be very difficult. Census is currently the biggest issue. They are trying to balance staffing with Resident needs. Bay Bluffs has a long waitlist for long term care placement, but many on that list don't want to come with the current restrictions that are in place. Families don't want their loved ones to be admitted to a long term care facility when they don't know how long it will be before they can see each other. Nationally, occupancy is at 66%. Bay Bluffs ended 2020 at 70% occupancy. The team is tired, and pandemic fatigue is taking its toll. Mr. Greer is currently exploring the Payroll Protection Loan Program with First Community Bank, as Bay Bluffs is newly eligible.

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

- **Financial Dashboard**
  - **November 2020 Finance Report:** The financial report for the month of November 2020 was included in packets. Mr. Greer reviewed and explained this report to the Board. Mr. Greer informed the Board that he would do a more detailed explanation of Accounts Receivable next month. Some will be written off. He explained that Bay Bluffs is under budget due to staffing. **Mr. Cordova 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 January 21, 2020 in the amount of \$861,998.23. **Ms. Hansen motioned to approve the payables as presented. Mr. Cordova supported; no further discussion. Roll call vote: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.**
  - **Contracts:**
    - **Walgreens Vaccination Clinic Agreement:** Ms. Ashley explained that Bay Bluffs was required to work with either Walgreens or CVS by CMS. There is no cost associated with this agreement. She reminded the Board that they previously approved her signing this agreement in December, but that it needs to be approved at a meeting as well. **Mr. Cordova motioned to approve Ms. Ashley**

**signing this agreement. Ms. Hansen supported; no further discussion. Roll call vote: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.**

- **Plante Moran Cost Report Engagement Letter:** Mr. Greer explained that Plante Moran prepared the Medicaid/Medicare audit report which determines the Medicaid rate for the next year. This will cost \$9,700.00. **Mr. Cordova motioned to approve the Plante Moran Cost Report Engagement Letter. Ms. Hansen supported; no further discussion. Roll call vote: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.**
- **Plante Moran CARES Act Reporting Engagement Letter** Mr. Greer explained the need for Plante Moran to review the CARES Act reporting due to the complex requirements and the amounts of money involved. This will cost \$5,000-6,000. Mr. Engel has not reviewed this engagement letter. **Ms. Hansen motioned to approve the Plante Moran CARES Act Reporting Engagement Letter. Mr. Cordova supported; no further discussion. Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.**

#### **New Business:**

- **2021 Strategic Business Plan Update:** Ms. Ashley explained that the current focus is on COVID recovery, but the intention is to get back to the previous plan as soon as possible. Some changes will need to be made, but it isn't clear yet what will need to change. Ms. Ashley explained that she had a productive meeting with the County, including discussing the master plan, capital needs and working on identifying roles and responsibilities of Bay Bluffs staff, Emmet County staff, the DHHS Board and the Emmet County Board of Commissioners.

**Old Business:** Mr. Cordova questioned a generator issue that had previously been discussed. Mr. Ashley informed him that the contractor reviewed and thinks that the issue was with a transformer. The City of Harbor Springs said that there were no issues with the transformers, so there haven't been any definitive answers, but there haven't been any further issues. Ms. Hansen asked for information on a facility reported incident, and Ms. Ashley informed her that they are still waiting on a response.

**Public Comment:** Mr. MacInnis requested that additional information be included in the meeting minutes.

**Recap & Summary:** The Board will discuss the Letter of Understanding from the County in February, following review by independent counsel. Mr. Greer will present year end financials in February, including discussion of A/R. The 2021 Strategic Business Plan will be discussed in more detail in February. Mr. Reeves will provide information about the county strategic planning session after it has been confirmed. County loan repayment will be on the agenda in April.

**Adjournment:** Regular Meeting adjourned at 11:02 a.m.

**Upcoming Meetings:**

- The next Regular Meeting is scheduled for February 18, 2021 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.