



Bay Bluffs – ECMCF
Emmet County Department of Health & Human Services Board
Board Meeting Minutes
May 20, 2021

Gayle Mroczkowski, Board Chair, called the meeting to order at 10:00 a.m. via Zoom Video Conference Service

Board Members Present:	Gayle Mroczkowski Carol Hansen Manny Cordova
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:	Toni Drier, Mike Reaves, Dave Boyer, Pam Gibson

Consent Agenda:

Ms. Mroczkowski informed the Board that Ms. Ashley had requested that her evaluation be held in closed session. She requested that the agenda be re-arranged so that the Meeting Recap and Action Items took place before the Old Business portion of the meeting in which Ms. Ashley's evaluation would be presented. **Ms. Hansen motioned to approve the consent agenda with the proposed changes. Mr. Cordova supported, no further discussion. Roll call vote taken: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.**

DHHS/ Bay Bluffs Board Chairwoman's Report: Ms. Mroczkowski reminded the Board members that they would go into closed session after public comment and the recap/action items portions of the meeting. They would go into closed session for the evaluation, and then go back into the open meeting for the purposes of adjourning the meeting. No business would be discussed. She informed the Board that 10 of Ms. Ashley's direct reports provided feedback for the evaluation. She complimented the Bay Bluffs staff for their ability to deal with pandemic related changes.

Pandemic Response and Recovery Report: Ms. Ashley shared with the Board that there have been more than 500 rule changes in 400 days, including recent regulatory changes that embedded reporting vaccination status and education into law. She and her staff are working through the necessary procedural changes ahead of the June 13th deadline for compliance. The CDC guidance on mask use really threw everyone for a loop, and they are continuing to remind families and community members that masks are still required at all times on the Bay Bluffs campus. It is likely that the reporting to the CDC's NHSN system will be expected to include influenza and pneumonia information in the future. Visitation and testing requirements have changed again. The proposed changes have not yet been rolled out due to an employee testing positive. Bay Bluffs, in accordance with CDC, CMS and MDHHS guidance will be moving to only regularly testing staff that have not been fully vaccinated for COVID-19. 60% of Bay Bluffs staff are fully vaccinated. Ms. Ashley said that they are making slow but sure progress on improving vaccination rates among staff. She reminded Board members that the exact percentage of vaccinated residents does change on a daily basis, based on who is currently living in the building, as short term rehab residents are included in that total percentage. Bay Bluffs is currently operating its short term rehab neighborhood, and 3 of 4 long term care neighborhoods due to nurse staffing levels. Industry experts, both in Michigan and nationally, are predicting that it will take 18-24 months before long term care facilities return to normal operations. Ms. Ashley explained the ways in which Bay Bluffs is attempting to recruit RNs and LPNs, including participating in job fairs, offering clinical rotation opportunities to area nursing schools, and more. There are currently 500,000 RN jobs available nationally. A long time Bay Bluffs CNA just graduated from nursing school at NCMC and is starting in an RN capacity shortly. Bay Bluffs is not using traveling nursing staff due to the huge financial burden. Many facilities in the state are using them, but it is especially difficult to use them in Northern Michigan due to housing availability. She explained that the job descriptions for herself, the Director of Nursing and the Director of Skilled Services are being updated to formally include responsibilities for Quality Assurance and Education, as those positions were both eliminated in 2020. Ms. Ashley shared that staff turnover at Bay Bluffs is relatively low. Ms. Mroczkowski, Ms. Hansen and Mr. Cordova all expressed concern about the stress that staff members are under and their frustrations at not knowing what they could do to make that easier for staff. Ms. Ashley shared that the dining room renovations are progression. There were some grant monies available from the Petoskey-Harbor Springs Area Community Foundation to refresh some of furnishings in the short term rehab neighborhood, and that should be done soon.

Ms. Mroczkowski informed the Board members that they should plan to meet in person in June, and that the location was to be determined.

Chief Financial Officer's Report

- **Financial Dashboard**

- **March 2021 Finance Report:** The [financial report for the month of March 2021](#) was included in packets. Mr. Greer reviewed and explained this report to the Board. There was a discussion of census, which is currently in line with the state average. Census is limited by staffing capacity. Bay Bluffs is competing with McLaren, Grandvue, the Villa and other for staff. Ms. Ashley shared that attrition through natural disease progression has taken a toll recently. **Mr. Cordova motioned to approve the financial report. Ms.**

Hansen supported. Roll call vote: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.

- **Payables:** The payables presented were approved for the period ending May 20, 2021 in the amount of \$425,850.75. **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:** none
- **Capital Expenditures- A& B Equipment & Sons:** Mr. Greer and Ms. Ashley informed the Board that there is a problem with one of the two washers in the laundry department. They were purchased in 2001 and 2005. The one that needs replacing was purchased in 2001 and is past its expected service life. In 2001 it was purchased for \$8,700. The current price is a total of \$13,324.00. Mr. Greer shared that monies from an annual gift were recently received, in the amount of \$11,000. Those funds could be used to offset the majority of the purchase. He reminded the Board that all laundry services were brought in house in recent years, so this purchase really needs to be made sooner rather than later, especially considering the global shipping and infrastructure challenges. **Mr. Cordova motioned to approve the purchase of a new Milnor washer from A&B Equipment & Sons in the amount of \$13,324.00. Ms. Hansen supported; no further discussion. Roll call vote: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.**
- **Medicaid Occupancy Rule Update:** Mr. Greer discussed that Medicaid is the primary payer source for Residents at Bay Bluffs. Currently, the State takes back funds from facilities that don't maintain an average occupancy of at least 85%. Plante Moran has recommended putting the beds in the Wildflower neighborhood in an "unavailable bed plan", which would help Bay Bluffs get to 85%. He shared that this could save Bay Bluffs from having to return \$1.3M-\$2M to the State of Michigan. Bay Bluffs is currently in a risky position, as the State has not looked at putting a hold on the 85% rule for 2021 like they did in 2020. He and Ms. Ashley explained that if needed, the neighborhood could be reopened and the beds brought back online without penalty. They explained that if Bay Bluffs is able to hire enough RNs and LPNs, the neighborhood could be reopened and beds filled. This is the best way to reduce potential risk.

New Business:

- **CIP/ Facility Assessment Report:** Ms. Ashley shared that she felt this was a comprehensive report. It closely mirrors the report from Plante Moran Living Forward that Bay Bluffs commissioned in 2016 as far as infrastructure needs are concerned. There are immediate needs, short term needs and capital planning breakdowns included, totally about \$8M in work. It is very thorough, and she is confident that it is as accurate as it can be. She believes it is an accurate representation of the infrastructure needs. There is no reconfiguration of living space or increase in private rooms included in the \$8M. She explained that the pandemic has impacted, and continues to impact the

costs of goods and services. She explained that Bay Bluffs really does need more private rooms, which may require changing some of the dual occupancy rooms to private. Bay Bluffs receives many referrals from geriatric psychiatric institutions, and is currently unable to accommodate them, as those referrals would really need a private room. She also noted that the items labeled preventative maintenance are already built in to Bay Bluffs' operational budget.

- **Letter of Understanding- Emmet County Capital Loan Repayment:** Ms. Mroczkowski mentioned that the County still has some questions about the language of the LOU. She recommends not approving this until after meeting with the County and addressing their concerns. She asked Ms. Hansen and Mr. Cordova if they had any additional input on this document so that she could accurately represent them during a meeting with the County. Neither one had any additional input or concerns. She confirmed that the payment schedule has not changed from what was previously discussed. Ms. Mroczkowski directed Ms. Ashley to work with Mr. Reaves at the County to schedule a meeting to discuss the LOU. She is supportive of a special board meeting being scheduled to approve this as soon as possible. Mr. Cordova and Ms. Hansen agreed.

Public Comment: None

Recap & Summary: Mr. Buzzelli and Mr. Hinz of the Bay Bluffs Foundation will be invited to attend a future meeting to discuss the partnership between the Board and the Foundation. Ms. Ashley will request a meeting with the County to address concerns related to the Letter of Understanding, and a special meeting will be scheduled as soon as possible. The June 17th meeting will be held in person, with the exact location to be determined.

Old Business:

- **Administrator Annual Evaluation:** At the request of Ms. Ashley, Ms. Mroczkowski motions to move into closed session for the purpose of presenting Ms. Ashley's annual evaluation. Ms. Hansen supports. Motion carries. Ms. Mroczkowski thanked everyone for their participation and requested that all other than Ms. Ashley, Ms. Hansen, Mr. Cordova and herself disconnect from the meeting. Ms. Smith will be notified when the closed session is wrapping up in order to be present for adjourning the regular meeting. The Board moved into closed session at 11:23 am. The Board returned to open session at 12:30pm.

Adjournment: Ms. Hansen motioned to adjourn. Mr. Cordova supported; no further discussion. Roll call vote taken: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries. Regular Meeting adjourned at 12:31pm.

Upcoming Meetings:

- The next Regular Meeting is scheduled for June 17, 2021 in the Bay Bluffs Conference Room at 10 a.m.

6-17-21
Date


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.