



Emmet County Department of Health & Human Services Board  
Board Meeting Minutes  
Thursday January 20, 2022

Gayle Mroczkowski, Board Chair, called the meeting to order at 10:09 at the Harbor Springs Airport Conference Room (8350 M-119, Harbor Springs).

**Board Members Present:** Gayle Mroczkowski  
Carol Hansen  
**Board Members Absent:** Manny Cordova  
**Staff Present:** Michael Greer, Chief Financial Officer  
Lisa Ashley, Administrator

**Others Present:** Charlie MacInnis, Emmet County Commissioner  
**Staff Absent:** None  
**Guests Present:** None

**Consent Agenda:**

**Mr. Cordova motioned to approve the consent agenda. Ms. Hansen supported, no further discussion and motion carried unanimously.**

**DHHS/ Bay Bluffs Board Chairwoman's Report:** Ms. Mroczkowski opened with Board and staff condolences on the passing of Ms. Hansen's husband and acknowledged the many individuals struggling with illness at this time. She provided an update on the status of the DHHS meeting schedule, updating the group on a possible day of the week change for Bay Bluffs and Grandvue meetings. The group will await confirmation of any changes from Maureen Clore at DHHS. And finally Ms. Mroczkowski reported on similar challenges facing Grandvue as they work to manage staffing and census issues in Charlevoix county as well. She also shared thank you notes from the Bay Bluffs staff regarding the year-end bonus

**Pandemic Response and Recovery Report:** Ms. Ashley updated the Board on the vaccine mandate, recent increase in staff illness, and impact to staffing. There continue to be few to no new candidates for entry level healthcare positions. Census is being managed to staffing at this time.

**Chief Financial Officer's Report**

- **November 2021 Finance Report:** The [financial report](#) for the month of November 2021 was included in packets. Mr. Greer reviewed and explained this report to the Board. **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.**



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- **Payables:** The payables presented were approved for the period ending January 18, 2022 in the amount of \$462,719.84. **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:**
  - Business Resource Network:** agreement for renewal presented along with data on benefit to employees and impact on employee retention. **Ms. Hansen motioned to approve the renewal agreement as presented. Mr. Cordova supported; no further discussion. Roll call vote: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.**
  
  - Plante/Moran Audit proposal:** agreement presented for consideration. **Mr. Cordova motioned to approve the audit agreement as presented. Ms. Hansen supported. Roll call vote: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.**
  
  - Plante/ Moran GASB 68 proposal:** agreement presented for consideration. **Mr. Cordova motioned to approve the GASB 68 reporting agreement as presented. Ms. Hansen supported. Roll call vote: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.**
  
  - Plante/Moran Cost Report proposal:** agreement presented for consideration. **Ms. Hansen motioned to approve the cost report preparation agreement as presented. Mr. Cordova supported; no further discussion. Roll call vote: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.**
  
  - Relias Learning renewal:** agreement presented for consideration. **Ms. Hansen motioned to approve the Relias Learning renewal agreement as presented. Mr. Cordova supported; no further discussion. Roll call vote: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.**
  
- **Capital Expenditures:** Ms. Ashley presented a draft of the 2022 capital plan which will be reviewed with Emmet County staff later in the quarter. Emmet County has been supportive of emergent capital needs, supporting purchase of a dish-machine and washing machine ,which both were too costly to repair, and needed replacement prior to millage funding availability.



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**New Business:** Ms. Ashley provided an update on the Cybersecurity plan that the facility liability insurance group (Bridge Insurance) has been working with Common Angle to bring systems into compliance to complete annual insurance underwriting for the new year. Expenses related to maintaining cyber security for the facility systems was not included in the 2022 budget therefore support for a budget variance was requested. **Mr. Cordova motioned to approve the Common Angle quote for cybersecurity services in coordination with required liability insurance coverage as presented. Ms. Hansen supported. Roll call vote: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.**

In other new business, the Board discussed the review procedures for the Rules of Procedure and Open Meetings Act requirements. They discussed the requirements for an identified Recording Secretary as may be necessary via OMA as well as remote meeting participation. The Board will review any recommendations for updates to the Rules of Procedure at the February 2022 meeting.

**Old Business:** Ms. Ashley provided an update on the status of the resident dining room remodel which is that no further progress has been made at this time.

**Public Comment:** None

**Recap & Summary:** Rules of Procedure will be reviewed at the February meeting based on OMA updates that remove voting options for members present via phone.

**Adjournment:** Ms. Hansen motioned to adjourn. Mr. Cordova supported; no further discussion. Motion carries. Regular Meeting adjourned at 11:37am.

**Upcoming Meetings:**

- The next Regular Meeting is scheduled for February 17, 2022 in the Harbor Springs Airport Conference Room at 10 a.m.

2/17/22

Date

2/17/2022

Date

A handwritten signature in blue ink, appearing to read "Gayle Mroczkowski", written over a horizontal line.

Gayle Mroczkowski, Chairperson

A handwritten signature in blue ink, appearing to read "Lisa Ashley", written over a horizontal line.

Lisa Ashley, Recording Secretary

