



Emmet County Department of Health & Human Services Board
Board Meeting Minutes
Thursday, April 20, 2023

Carol Hansen, Chairperson, called the meeting to order at 10:00 am at the Harbor Springs Airport Conference Room (8350 M-119, Harbor Springs).

Board Members Present: Carol Hansen
Manny Cordova
Craig Lively

Board Members Absent: None

Staff Present: Lisa Ashley, Administrator
Jim Connaughton, Chief Financial Officer

Others Present: Vicki Ulrich, DHHS

Guests Present: None

Consent Agenda:

Craig Lively motioned to approve the consent agenda, Manny Cordova supported, no further discussion and **motion carried unanimously.**

DHHS/Bay Bluffs Board Chairwoman's Report: Carol Hansen

Carol Hansen reported that the last DHHS meeting was short. DHHS is seriously looking for foster parents. May is foster parent awareness month and DHHS is working hard to get the word out about the need for foster parents. The number of children in foster care has significantly declined due to DHHS working hard with families to keep children in their homes, if safe and at all possible.

Pandemic Response & Recovery Report:

Lisa Ashley reported that there have been no new covid cases with employees or residents, other than the 2 residents who are still in quarantine with mild symptoms. We still have to jump through all the prevention hoops, including PPE, isolation, testing, masking, monitoring. Discussion was held regarding the status of Covid in the community. Ms. Ashley reported that Bay Bluffs is working with state and federal PHE regulatory information regarding pandemic recovery. The expectation on us is that we will continue to report vaccines and viruses until 2024. We will be expected to put long-term precautions into place for Covid. We must prove that we have done everything we can to prevent the spread of Covid within the building. Ms. Ashley talked about the difficulties of the continued PPE requirements, as it relates to staff, residents and families. Ms. Ashley reported that Candida Auris is a fungal infection



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that is raising some significant concerns in Detroit, mostly in congregate settings. We are now having to go through and change the type of sanitizing formulas that we are using, to sanitize against this infection. The good thing out of all of this is that we are learning how to respond to things quickly and learning to find a happy medium for staff and employees. Our rehab census continues to be higher than normal. We currently have a CENA training class in the building. Jess attended the employer recruitment fair that was held at the college on the 13th, and she is getting some applications as a result. Ms. Ashley advised the Board that she will get the staffing assessment out to the Board for their review. Ms. Ashley advised the Board that she is very proud of staff, who have not panicked when residents have tested positive. They have jumped right in and followed the guidelines. The team is doing a great job working with Jim monthly regarding expenses. We are in recovery mode.

Finance Report:

Monthly Financials February 2023:

- Jim Connaughton reviewed the summary report with the Board.
- We are working with families struggling to make payments as we review Accounts Receivable monthly.
- Occupancy still around 85%.
- Reviewed Waiting List and Staff Openings.
- Jim Connaughton reviewed the Balance Sheet and Income and Expenses with the Board.
- Mr. Connaughton reported that he had a meeting with Plante Moran, yesterday. We are looking good. We should have our financials within 2 weeks. They are asking to come to a Board meeting on the 25th of May to present the audit. The Board agreed with this plan.
- Discussion was held regarding Cost Reports and how the non-available bed plan and change of the non-available bed plan could impact Bay Bluffs.
- There is yet another audit coming - the DHHS Medicaid Audit.
- The single audit will not be required this year, which will save us quite a bit of money.
- Craig Lively requested that Mr. Connaughton review the Balance sheet. Discussion was held regarding the balance sheet. Mr. Connaughton advised that we are budgeting a loss every month until we can get our census back up. We continue to have monthly meetings with department heads regarding expenditures.

Motion by Manuel Cordova, supported by Carol Hansen to accept the Financial Report for February 2023. **Roll Call Vote: Mr. Lively, YES, Mr. Cordova, YES, Ms. Hansen, YES. Motion Carried.**

Accounts Payable: The payables presented were approved for the period ending April 2023 in the amount of \$505,263.52. Motion by Craig Lively, supported by Manuel Cordova to approve the April



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2023 Accounts Payable Report as presented. **Roll Call Vote: Mr. Lively, YES, Mr. Cordova, YES, Ms. Hansen, YES. Motion Carried.**

Contracts: None

Capital Expenditures: None

New Business:

Workforce Capacity Building Campaign – Marketing Consultant Selection Update:

Lisa Ashley reported that Bay Bluffs' grant request to the Community Foundation for \$10,000, for this campaign, has been approved.

There were two companies that provided proposals and came to visit. Nickel Design, Inc. and 2 Fish, LLC out of Zeeland. Both companies were awesome. Zeeland had a very interesting take on workforce development. However, Ms. Ashley advised that it is her opinion and belief that Michelle Nickel of Nickel Design understands what needs to be done in Northern Michigan and her prices are lower. Ms. Ashley advised that she will be meeting with Michelle next week. The plan is to start moving forward, using some of the materials from the Caring Careers Campaign and then build our campaign from there. Ms. Ashley stated that she would like to have Michelle come to a Board meeting to meet the Board. It was the Board's suggestion that Michelle come to the May Board meeting. Ms. Ashley advised that she is very excited about Developing a marketing/community education campaign that begins to break the previously held misconceptions regarding living and working in nursing homes.

Work in Progress Report: Lisa Ashley

- Dining Room Projects: Lilac dining room still has a small punch list of items.
- Tubs and Lifts: Tubs have arrived, waiting on lifts;
- Birch bathing Room and Kitchenette: No update
- Windows: No update
- Plumbing: Dave and Joe reviewed the boiler and water softener system needs and the county is working on an RFP.
- Resident Room Furnishings: No update.
- Birch Split Systems and HVAC Updates: Vendor selection in process.
- LED Lights: No update.
- Fire Door Installation: No new updates.
- Front Entry: No Update.



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- Walk-in Cooler/Freezer: Vendor selection in process
- Roof Drain Leak – Wildflower: No new updates

Rules of Procedure Annual Approval:

The DHHS Board Rules of Procedure were reviewed by the Board. There were no changes requested by the Board. Motioned by Manuel Cordova, supported by Craig Lively to approve the Rules of Procedure, with the updated Board Member Names. All Aye, **Motion Carried.**

Meeting Recap/Action Items:

Carol Hansen stated that today we approved the Monthly Financials and approved the Accounts Payable.

Plante Moran and Michelle Nickel will be at our meeting next month, which will be held on May 25th.

Jim Connaughton wanted to let the board know how much he appreciates and values Mike's assistance and invaluable knowledge. Mike was instrumental with the audit and has been prepping Jim for next year. Jim stated that any money spent on Mike is money well spent. Mike's knowledge and commitment to Bay Bluffs has been a life saver.

Craig Lively reminded Lisa to send out the Employee Assessment for the Board's review.

Adjournment: Motion by Craig Lively and supported by Manuel Cordova to adjourn the meeting. No further discussion. All voted "Aye". **Motion carried.** Regular Meeting adjourned at 11:42 a.m.

Upcoming Meetings: The next Regular Meeting is scheduled for May 25, 2023, in the Harbor Springs Airport Conference Room at 10 a.m.

Date

Carol Hansen, Chairperson

Date

Vicki Ulrich, Recording Secretary

Copies to: Carol Hansen, Manny Cordova, Craig Lively, Lisa Ashley, and Jim Connaughton.