



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

Carol Hansen, Chairperson, called the meeting to order at 8:00am in the Bay Bluffs Conference Room.

Board Members Present: Carol Hansen

Craig Lively
Manuel Cordova

Others Present: Don Mapes, Emmet County
Commissioner

Staff Present: Lisa Ashley, Administrator
Jim Connaughton, CFO

Consent Agenda:

Mr. Cordova motioned to approve the consent agenda, Mr. Lively the motion. Mr. Connaughton asked for an amendment to the June board minutes. The paragraph under Financial Report noted \$ figures when referencing cash on hand rather than days. Motion updated to reflect approval of Consent Agenda with amendment to minutes, no further discussion and **motion carried unanimously.**

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

Ms. Hansen reported on DHHS activity related to County kids receiving scholarships for camps as well as a brief update on Grandvue census increasing slowly as is occurring at Bay Bluffs.

Finance Report:

Monthly Financials May 2023:

Mr. Connaughton reviewed the May 2023 Financial Summary with the Board, providing an overview of current period census days, days cash on hand (down 1 day from April), and reviewed budget variances. Discussion was held regarding the Year-to-Date Budget, how variances are referenced (positive/negative) and the make-up of any current variances YTD. Discussion was held regarding the efforts that are being made to reduce overhead costs. Ms. Ashley advised that they will be bringing some year-to-date forecasts to the Board in July and August. Mr. Lively requested additional review at a future meeting of how each Neighborhood may be used in the future, including visuals of resident rooms and forecasting census.

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

Accounts Payable: The payables presented were approved for the period ending July 2023 in the amount of \$80,007.96. Motion by Mr. Lively, supported by Mr. Cordova to approve the July 2023 Accounts Payable Report as presented. **Roll Call Vote: Ms. Hansen, YES, Mr. Lively, YES. Mr. Cordova, YES. Motion Carried.**



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Contracts: None

Capital Expenditures: None

Mid-year Cost Report and Rate Forecasting – Lisa Ashley

Ms. Ashley reported that she and Mr. Connaughton will be bringing forward data regarding future census, staffing, and external healthy system impact to overall facility budgeting process in the coming months. The board discussed cash vs. accrual accounting standards as well as additional data points to be shared as forecasting continues. Ms. Ashley pointed out that pandemic recovery is slow but steady.

Senior Millage Application – Lisa Ashley

Ms. Ashley requested the board support Bay Bluffs application for FY24 Senior Millage funds. She reviewed how funds are used for resident activities, outings, entertainment, and overall recreation program expenses.

Motion to authorize Ms. Ashley to submit Bay Bluffs application for FY24 Senior Millage funds was made by Mr. Cordova, supported by Ms. Hansen and **approved unanimously**.

New Business: none at this time

Old Business:

Workforce Capacity Building Campaign Update: Lisa Ashley

Ms. Ashley provided an overview of progress to date with development of marketing / public relations activities, sharing copies of the first press release, a draft recruitment flyer, and overall standard print copy being put into place. Ms. Ashley will provide a monthly update on retention and recruitment efforts along with any new material for board reference.

The board discussed the importance of retaining new staff through mentoring relationships and leadership development.

Work in Progress: Lisa Ashley

Ms. Ashley provided a written report of capital projects underway with focus on Information Technology. She shared details on the vendors currently engaged to provide support for all IT systems within the facility, the length of time those relationships have been in place, and future plans for addressing potential cost savings via technology RFP. The board discussed opportunities for savings related to hardware purchases in the future. Staff have prioritized an IT services RFP for some time in 2024 after immediate need projects are completed.



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Meeting Recap: Carol Hansen:

Ms. Hansen provided a recap of items covered during the meeting and items to be included in future meeting agendas including implementation of language changes on financial reporting, providing visuals and tentative plans for use of neighborhoods, and date setting for fall strategic planning session.

Adjournment: Motion by Mr. Lively and supported by Mr. Cordova to adjourn the meeting. No further discussion. All voted "Aye". **Motion carried.** Regular Meeting adjourned at 9:45 a.m.

Upcoming Meetings: The next Regular Meeting is scheduled for August 19, 2023, at the Bay Bluffs – Emmet County Care Facility in Harbor Springs, MI at 8:00 a.m.

Date

Carol Hansen, Chairperson

Date

Lisa Ashley, Recording Secretary

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