



Emmet County Department of Health & Human Services Board
Board Meeting Minutes
Thursday, October 26, 2023

Carol Hansen, Chairperson, called the meeting to order at 8:00 am at the Harbor Springs Airport, Harbor Springs, MI.

Board Members Present: Carol Hansen
Craig Lively
Manuel Cordova

Board Members Absent: None

Staff Present: Lisa Ashley, Administrator

Staff Absent: None

Others Present: Vicki Ulrich, DHHS
Neal Ahrens, Emmet County Commissioner
Michelle Nickel, Nickel Design Inc.

Consent Agenda:

Craig Lively motioned to approve the Consent Agenda, Manuel Cordova supported, no further discussion and **motion carried unanimously.**

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

Carol Hansen: Ms. Hansen spoke briefly about the MCSSA Conference and encouraged other Board Members to attend next year. Carol reported that at the DHHS meeting Mary Jason talked about the Census at Grand Vue and their efforts to hire staff. It appears that Grand Vue is in a very similar place as Bay Bluffs

Finance Report:

Monthly Financials August 2023:

August 2023 by Lisa Ashley.

Ms. Ashley reported that Jim Connaughton is no longer working at Bay Bluffs, citing the operational and financial needs of Bay Bluffs as the reasoning behind this change. Ms. Ashley advised the Board as to how the duties of the CFO position will be divided up amongst staff. Discussion was held regarding what this might look like going forward into the future. Ms. Ashley advised the Board that she is learning a lot about many things and there will be some plans in the future to streamline the entire accounting process, and she is working with the County to ensure a smooth transition. Additionally, the former CFO, Mike Greer will be assisting us in a limited capacity. The Team has been very supportive and



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helpful regarding this change and Ms. Ashley stated that she feels like this was a good decision and in the best interest of Bay Bluffs. Ms. Ashley reviewed the financial statement with the Board, covering the Census, Medicaid, Medicare, Wait List, Private Pay and Rehab. Ms. Ashley reviewed the balance sheet with the Board which included assets, liabilities, equity, deferred revenue. The current Census is 67. Lisa also reviewed the Actual vs. Budget Statement of Operations with the Board.

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

Accounts Payable: The payables presented were approved for the period ending October 2023 in the amount of \$253,500.87. Motion by Manuel Cordova, supported by Craig Lively to approve the October 2023 Accounts Payable Report as presented. **Roll Call Vote: Mr. Cordova, YES. Ms. Hansen, YES. Mr. Lively, YES. Motion Carried.**

Contracts: Lisa Ashley advised that she has received the Senior Millage Allocation contract from the County. Motion by: Manuel Cordova, supported by Carol Hansen to approve the Senior Millage Allocation Contract. **Roll Call Vote: Mr. Cordova, YES. Mr. Lively, YES, Ms. Hansen, YES. Motion Carried.**

Capital Expenditures: None

Renovations Update: Lisa Ashley gave an update on the status of the renovations that are taking place.

2024 Census and Staffing Assumptions – DRAFT:

Lisa Ashley provided a spreadsheet on Census Projections by the Month and reviewed the spreadsheet with the Board. Ms. Ashley reported on staffing and education efforts that are being made. The goal is to build the staffing pool to the point that the non-available bed plan will not need to be extended.

New Business: None

Old Business:

Covid Outbreak Update – September

Lisa Ashley reported that Bay Bluffs currently has two (2) residents in one neighborhood and one (1) resident in another who are positive. Currently there are no positive staff members. Everyone is wearing a mask currently and the staff have been great about self-reporting symptoms, testing, staying home and wearing masks. The good news so far is that symptoms have been mild.



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Work Force Capacity Building Campaign Update: Michelle Nickel was present to provide an update to the Board. Michelle Nickel advised the Board that the NCMC and Agape Fast Track Classes for CNAs are both full and NCMC has started a wait list for their next class. Discussion was held regarding how many students are in each class and when the next classes will take place.

Ms. Nickel brought some examples of Press Releases with photographs for the Board to Review. Discussion was held regarding blog development, social media opportunities and Chamber of Commerce marketing. Further discussion was held regarding video development from recent on-site photography/videography sessions, with a focus on the CAN courses, resident pet article, staff profiles, nursing program opportunities, a year-end appeal from the foundation and the national healthcare staffing crisis.

Ms. Nickel advised the Board on the current website revisions, the new website that is in process and website tracking information. Ms. Nickel encouraged the Board to continue to like, comment and share on social media sites.

Meeting Recap: Carol Hansen:

Today we approved the consent agenda, Finance report, accounts payable, Senior Millage Contract and heard a presentation and update from Michelle Nickel, regarding our Workforce Capacity Building Campaign, which was very informative and helpful.

Adjournment: Motion by Craig Lively, supported by Manuel Cordova to adjourn the meeting at 9:54 a.m. All voted "Aye". **Motion carried.**

Upcoming Meetings: The next Regular Meeting is scheduled for November 16, 2023, at 7:00 a.m., at the Harbor Springs Airport, followed by the strategic planning session, beginning at 8:00 a.m.

Date

Carol Hansen, Chairperson

Date

Vicki Ulrich, Recording Secretary

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