



Emmet County Department of Health & Human Services Board
Board Meeting Minutes
Thursday, November 16, 2023

Carol Hansen, Chairperson, called the meeting to order at 7:05am at the Harbor Springs Airport, Harbor Springs, MI.

Board Members Present: Carol Hansen
Craig Lively

Board Members Absent: Manuel Cordova

Staff Present: Lisa Ashley, Administrator
Sonja Bosley, Director of Nursing
Kathe Shaw, Director of Skilled Services
Jessica Berg, HR Director

Staff Absent: None

Others Present: Don Mapes, Emmet County Commissioner

Consent Agenda:

Ms. Hansen motioned to approve the Consent Agenda, Mr. Lively supported, no further discussion and **motion carried unanimously.**

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

Ms. Hansen spoke briefly about the latest joint DHHS meeting with Charlevoix County, sharing updates on Grandvue's staff and census recovery efforts also underway. The collective DHHS group confirmed meetings will continue to be held monthly on the third Tuesday of the month at 10am in alternating locations through 2024.

Finance Report:

Monthly Financials September 2023:

Ms. Ashley reported on the monthly financials, providing an overview of assets, liabilities, and monthly operations for the period. She indicated that September was the lowest patient day total for the year and still came out ahead of budgeted losses for the period with a positive \$66,014 variance from budget.

Motion by Ms. Hansen, supported by Mr. Lively to accept the Financial Report for September 2023.

Roll Call Vote: Mr. Lively, YES, Ms. Hansen, YES. Motion Carried.



Emmet County Department of Health & Human Services Board
Board Meeting Minutes
Thursday, November 16, 2023

Accounts Payable: The payables presented were approved for the period ending November 15, 2023 in the amount of \$261,695.71. Motion by Mr. Lively, supported by Ms. Hansen to approve the November 2023 Accounts Payable Report as presented. **Roll Call Vote: Ms. Hansen, YES. Mr. Lively, YES.**

Motion Carried.

Contracts: none

Capital Expenditures: Ms. Ashley reviewed the tentative 2024 Capital Project Budget which has been provided to the Emmet County facilities manager. Ms. Ashley reported that Common Angle will be joining the Board in December to review the details of the IT updates and cybersecurity assessment.

New Business: At 8:00am the Board was joined by Bay Bluffs executive team members and consultants from Lebenbom/Rothman for the strategic planning session. Key themes discussed during the planning session included:

- Facility mission/purpose
- Reimbursement – today/tomorrow
- Staffing – impact of the pending CMS mandates
- Quality – review of current high quality services/care offered

In addition the group discussed the type of care provided (long term care vs. skilled rehab services), staffing recruitment opportunities, and retention strategies.

The group determined that a short term goal of 3 long term care neighborhoods and 1 rehab neighborhood, in operation by November 2024 is the target for operations.

Adjournment: Motion by Mr. Lively, supported by Ms. Hansen to adjourn the meeting at 12:10pm. All voted "Aye". **Motion carried.**

Upcoming Meetings: The next Regular Meeting is scheduled for December 21, 2023, at 8:00 a.m., at the Harbor Springs Airport.

Date

Carol Hansen, Chairperson

Date

Lisa Ashley, Recording Secretary

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