



Emmet County Department of Health & Human Services Board
Board Meeting Minutes
Thursday, January 19, 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
Manuel Cordova
Craig Lively

Board Members Absent: None

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

Others Present: Vicki Ulrich, DHHS
Don Mapes, Emmet County Commissioner

Staff Absent: None

Guests Present: None

Consent Agenda:

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

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

Carol Hansen advised that she is frequently asked about what Bay Bluffs is doing about the dining room. Residents of the community are asking her why Bay Bluffs residents have had to eat in their rooms for two (2) years. Ms. Hansen stated that she has been explaining to people that with Covid and then with the remodeling it has been two (2) years. However, Ms. Hansen wanted to confirm with the Board that she was telling people the right thing.

Ms. Hansen reported that Grandvue is attempting to add a new resident every week to their facility, and they are up to 82 residents. Ms. Hansen reported that Grandvue is very similar to Bay Bluffs. They would like to hire more people so they can increase census.



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Pandemic Response and Recovery Report: Lisa Ashley

Ms. Ashley advised that the last time an employee tested positive for Covid was on December 27th. There have been no new resident cases. We continue to report all Covid testing performed by the facility within 24 hours of test completion. Vaccine reporting continues weekly, and new employee illness is reported to the Health Department, state, families, staff and residents by 5 pm the following day per regulatory requirements. We did have had an employee positive for influenza A. They have not had any new positive tests since then. All prevention protocols remain in place. There has been no new information on the employee retention grant. The Infection control grant re-opened and Bay Bluffs will apply for UV equipment and a new wheelchair washer.

We are very proud to report that we achieved 100% compliance on State Licensing Infection Control Survey conducted on December 20, 2022.

We currently have 61 residents.

We continue to recruit for Resident Assistant and CENA positions.

The Employee retention credit funds were received on January 4, 2023.

Craig Lively asked if there were any grants that could be applied for individuals interested in CENA training. Discussion was held regarding CENA training and how easy it is to get into the program right now. Further discussion was held on CENA and Nurses Aid trainings and education.

Lisa Ashley advised that they have three (3) new resident assistants who will soon be sitting for their nurse aid certificates.

Craig Lively asked about whether Covid vaccines were required. Discussion was held regarding the Covid vaccines, exemptions to vaccines and how this was handled.

Finance Report:

Monthly Financials: November 2022 Financial report was given by Jim Connaughton. The summary sheet was reviewed. Discussion was held regarding cash on hand, non-available bed plan, census, and waiting List. Mr. Connaughton reported that they have received 3.3 million in ERC funds. The balance sheet was reviewed and discussed. Craig Lively asked about the Insurance variance in the operating budget of \$25,538.00 and Private pay variance of (\$603,422.76). Mr. Connaughton explained the operating income variance of (\$404,666.83). Don Mapes asked about hiring status.



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Motion to Approve the November 2022 Financial Report: Motion by Manuel Cordova, support by Craig Lively to approve the November 2022 Financial Report. **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 January 2023 in the amount of \$471,883.26. Motion by Manuel Cordova, supported by Carol Hansen to approve the Accounts Payable Report as presented. **Roll Call Vote: Mr. Cordova, YES, Mr. Lively, YES, Ms. Hansen, YES. Motion Carried.**

Contracts: None

Capital Expenditures: None

2023 Audit Engagement: Plante/Moran:

Lisa Ashley advised that on Friday, Jan. 13th we received an Audit Engagement letter from Plante & Moran. Discussion was held regarding the services provided by Plante & Moran. Costs for services were discussed and if approved, their work is expected to begin April 2023. Motion by Manuel Cordova, supported by Carol Hansen to approve the 2023 Audit Engagement with Plante & Moran at a cost not to exceed \$45,000. **Roll Call Vote: Mr. Cordova, YES, Mr. Lively, YES, Ms. Hansen, YES. Motion Carried.**

Plante & Moran also submitted a letter requesting consideration and approval of a Professional Services Agreement for updating the GASB 68 Worksheet, based on facts provided by Bay Bluffs MCF's management and actuary, in the amount of \$3,100. Discussion was held regarding the services to be rendered. Motion by Manuel Cordova, supported by Carol Hansen to approve the Professional Services Agreement with Plante Moran for updating the GASB 68 Worksheet at a cost of \$3,100. **Roll Call Vote: Mr. Cordova, YES, Ms. Hansen, YES, Mr. Lively, YES. Motion Carried.**

2023 Budget Approval:

Jim Connaughton reported that the budget has been updated to the latest employee wages and ERC. The Board reviewed the 2023 Budget Narrative. Discussion was had regarding the Budget Narrative.

Discussion was held regarding advertising and whether a line item should be added to the budget or wait and review a specific quote and then decide and potentially do a budget variance, once a decision is made.

Discussion was held regarding the bond repayment plan for 2023. It was decided that there will be a meeting between Lisa Ashley, Craig Lively, Don Mapes and Dave Boyer and if a bond re-payment schedule is appropriate, a budget variance will be requested. **Motion to Approve the 2023 Budget was**



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made by: Craig Lively, supported by Manuel Cordova. Roll Call Mr. Cordova, YES, Mr. Lively, YES, Ms. Hansen, YES. All Aye.

New Business:

Vehicle Accessibility Plan Approval:

Lisa Ashley explained the purpose of the Vehicle Accessibility Plan and the Board reviewed the Plan. Motion by Manuel Cordova, supported by Carol Hansen to approve the plan as presented. All Aye.
Motion Carried.

Strategic Planning – Set Date for Board & Leadership Meeting:

Lisa Ashley suggested setting up a meeting date for the Board and Bay Bluffs Leadership to discuss Strategic Planning. Discussion was held regarding the Bay Bluffs Foundation. Lisa talked about the capacity building grant.

Board Meeting and Strategic Planning Session will be held on February 23, 2023, at 7:30 a.m.

Facilities – Work in Progress Report:

Lisa Ashley provided a written work in progress report to the Board. Ms. Ashley reported on the status of painting, with additional resident rooms being added to the work/purchase order; The RFP is in final review stages for bathtubs; Dave, Joe and Mike are to review the Kitchenette to determine the least invasive work plan; Discussed RFTP for windows, removal, installation, insulation and replace sills; Ballard's PO remains open, and they continue to work on plumbing repair. Discussion has been taking place regarding hiring a mechanical engineer to spec out boiler and HVAC replacement. There is no date set, yet for flooring installation. Resident room furnishings need to be replaced but is not an urgent need. RFP is in process for Birch Split Systems. Joe is to send Dave the quantity of LED lights needed. Four doors were installed by Birchwood, 1 is being painted, the remainder are being adjusted to fit/windows installed. Mike is to follow up on PM items that could be covered through capital millage for clarification. There has been no progress on the front entry. The walk-in cooler/freezer have been discussed with final specifications and details expected from the dietary team and this will be sent to the county staff when received for next steps.

Discussion was held regarding RFPs and the struggle with getting contractors to get work completed.

Old Business: Lisa Ashley advised that the brackets and countertops were reinstalled. We are waiting on the final punch list review and final construction cleaning dates.



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Public Comment: None

Recap & Summary: Carol Hansen

- Approved monthly Financials, Budget;
- Approved Audit Engagement Agreement;
- Approved Vehicle Accessibility Plan;
- Set a Strategic Planning Meeting for February 23, 2023 at 7:30 a.m.;
- Craig Lively is going to work on setting up a meeting with County Representatives and Bay Bluffs Representatives to discuss the County repayment plan, which is tentatively scheduled to take place on February 2nd or February 3rd.

Adjournment: Motion by Carol Hansen and supported by Craig Lively to adjourn the meeting. No further discussion. All voted "Aye". **Motion carried.** Regular Meeting adjourned at 12:18 p.m.

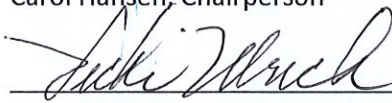
Upcoming Meetings: The next Regular Meeting is scheduled for February 23, 2022, in the Harbor Springs Airport Conference Room at 10 a.m.

2/13/23
Date

2/23/23
Date



Carol Hansen, Chairperson



Vicki Ulrich, Recording Secretary

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

