



Emmet County Department of Health & Human Services Board
Board Meeting Minutes
Thursday, December 21, 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: Don Mapes, Emmet County Commissioner
Vicki Ulrich, DHHS

Consent Agenda:

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

Election of Officers: Motion by Manuel Cordova, supported by Craig Lively to keep all of the Board Member positions the same for 2024. **Roll Call Vote: Mr. Cordova, YES. Ms. Hansen, YES. Mr. Lively, YES. Motion Carried.**

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

Ms. Hansen introduced Matt Lancaster to the Board. Mr. Lancaster is with Common Angle and is here to provide an update and explanation of needs with regard to Bay Bluff's IT Services and Cybersecurity.

Mr. Lancaster explained that the Facility is in desperate need of updates that have been put off for a long period of time.

Mr. Lancaster gave an overview of what Common Angle does for Bay Bluffs currently. Discussion was held regarding the \$11,000 monthly cost for services provided by Common Angle. Mr. Lancaster explained that the services that are provided are much more than just IT support because Bay Bluffs is a health facility and a government entity, which requires many ancillary services and requirements. Bay Bluffs is only paying \$5,500 for IT support; the rest of the cost is for those mandated ancillary



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requirements and needs. Mr. Lancaster provided the Board with a handout itemizing and explaining what the services are that Bay Bluffs receives from Common Angle. Without all of the Common Angle services that Bay Bluffs currently receives, the liability insurer would not provide any type of liability coverage for Bay Bluffs. While these mandated, ancillary services are expensive, Bay Bluffs would not be able to operate without them.

Mr. Lancaster explained that the switches and wireless server, which is the nerve system of the IT operations, needs to be completely replaced. This needs to be done before the phone system can be updated. Updating the phone system would reduce the monthly cost of phone service to the Facility.

Discussion was held regarding how the upgrade will allow staff to work more efficiently through technology. This technology is the way of the future. Mr. Lancaster reported that he has done this same upgrade for multiple facilities in Michigan, including Grand View.

After a brief discussion about the needs, the mandatory requirements, the costs and the benefits, Mr. Lancaster left the Board to discuss if, how and when they would proceed with the Facilities need for upgraded IT.

The Board reviewed the recommended phases, cost, and timelines of upgrading the IT system:

Total estimated cost for Phase 1: \$151,273 -12/23 – 6/24

Wireless Access Point Upgrades

Telephone System upgrade

Total estimated cost for Phase 2: \$48,750 - 6/24 – 12/24

Wireless Access Point Upgrades

Nurse Call and Wander Management

System Upgrades

Total estimated cost for Phase 3: \$20,000 - 12/24 – 3/25

Surveillance Camera System Upgrades

Discussion was held regarding the potential benefits of doing the upgrades all at once, rather than in phases. **Motion** by Craig Lively that the IT work plan be commenced, condensing the 3 phases into one, as soon as possible at the discretion of Lisa and the County. The motion was supported by Carol Hansen. **Roll Call Vote:** Mr. Cordova, YES. Mr. Lively, YES, Ms. Hansen, YES. **Motion Carried.**



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Meeting Recap: Carol Hansen:

Today we approved the consent agenda, elected board officers, heard a presentation by Common Angle, approved the Financial Report, Accounts Payable and Operating budget for 2024. Ms. Hansen congratulated Lisa Ashley for all her hard work. Ms. Hansen stated that she is very proud of what happens @ Bay Bluffs and all of the national awards and attributes are just amazing.

Adjournment: Motion by Carol Hansen, supported by Craig Lively to adjourn the meeting at 10:30 a.m. All voted "Aye". Motion carried.

Upcoming Meetings: The next Regular Meeting is scheduled for January 18, 2024, at 8:00 a.m., at the Harbor Springs Airport.

1/18/24
Date

1/18/24
Date


Carol Hansen, Chairperson


Vicki Ulrich, Recording Secretary

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



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Finance Report:

Monthly Financials October 2023:

October 2023 by Lisa Ashley.

Lisa Ashley presented the Monthly Financials for October. Discussion was held regarding the Balance Sheet, the Medicaid "take back", Census, variances, revenue, and expenses. **Motion** by Manuel Cordova, supported by Carol Hansen to accept the Financial Report for October 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 December 2023 in the amount of \$305,938.17. Motion by Craig Lively, supported by Crol Hansen to approve the December 2023 Accounts Payable Report as presented. **Roll Call Vote:** Mr. Cordova, YES. Ms. Hansen, YES. Mr. Lively, YES. **Motion Carried.**

Accounts Receivable Year End 2023 Review:

Lisa Ashley presented Accounts that are recommended to be written off totaling \$98,072. These recommendations are based on individual situations including deaths and divestments, which result in an inability to attach to anything or collect these debts. **Motion** by Manuel Cordova to approve the 98,072 write-off, with a recommendation to explore the potential of retaining a collection agency in the future. The motion was supported by Carol Hansen. **Roll Call Vote:** Mr. Cordova, YES. Ms. Hansen, YES. Mr. Lively, YES. **Motion Carried.**

Contracts: None

Capital Expenditures: None

2024 Operating Budget:

Lisa Ashley provided the Board with a Budget Package. Lisa reviewed the 2024 Operating Budget, discussing revenue projected from Medicaid, Medicare and Private Pay and other revenues. Ms. Ashley reviewed the projected expenses and revenue for 2024 with the Board. The projected revenue is \$11,542,339 and the projected expenses are \$12,705,181. A breakdown of FTEs (full time equivalents), by role was provided to the Board for their review as well. **Motion** by Manuel Cordova, supported by Carol Hansen to approve the 2024 Operating Budget as presented. **Roll Call Vote:** Mr. Cordova, YES. Ms. Hansen, YES. Mr. Lively, YES. **Motion Carried.**

New Business: None

Old Business: None