



Emmet County Department of Health & Human Services Board
Board Meeting Minutes
Thursday, January 18, 2024

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.**

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

Ms. Hansen reported that she had not attended the DHHS meeting that was last Tuesday and invited Craig Lively and Manuel Cordova to give updates. Craig Lively advised that the DHHS meeting revealed that the staffing package had been received and that DHHS did lose staff. However, Maureen Clore gained an Executive Secretary. The MSSA Conference is in Traverse City so it will be much easier for all Board Members to attend. Mr. Hansen reported that Maureen Clore is hoping to set up a virtual presentation with Danielle Sirianni of the Fredrick Group to discuss MCSSA with the Board.

Carol Hansen complimented Lisa Ashley on her broadcasted radio interview and reported that she was very surprised and pleased to learn about all the national standings and accolades as they relate to Bay Bluffs.

Finance Report:

Monthly Financials November 2023:

November 2023 by Lisa Ashley.



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Lisa Ashley presented the Monthly Financials for November. Lisa Ashley reviewed the Revenue, which ended up \$1600 to the positive, despite the challenges. Expenses were reviewed, noting that we are also under budgeted expenses. There were no significant variances. Ms. Ashley spoke briefly about Net Assets and liabilities as well as capital purchases and expenditures.

Discussion was held regarding why the Board reviews financial statements two months behind. Ms. Ashley explained that due to the timing of the Bay Bluffs Board meeting and the fact that Bay Bluffs has to wait for the County to do their reconciliations before a final financial statement can be put together for Bay Bluffs. Motion by Manuel Cordova, supported by Craig Lively to accept the Financial Report for November 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 January 2024 in the amount of \$401,346.25. Motion by Craig Lively, supported by Manuel Cordova to approve the January 2024 Accounts Payable Report as presented. **Roll Call Vote: Mr. Cordova, YES. Ms. Hansen, YES. Mr. Lively, YES. Motion Carried.**

Contracts:

Business Resource Network:

Ms. Ashley spoke briefly about the Success Coach that is provided through this contract with Northwest Michigan Works, not to exceed \$9,000. This contract was in the previously approved budget. Motion by Manuel Cordova, supported by Carol Hansen to approve the Business Resource Network contract. **Roll Call Vote: Mr. Cordova, YES. Ms. Hansen, YES. Mr. Lively, YES. Motion Carried.**

Plante/Moran Audit Engagement:

Lisa Ashley spoke briefly about the scope of services that Plante/Moran will provide pursuant to this contract, in an amount not to exceed \$50,000, plus all reasonable and necessary travel expenses. Motion by Manuel Cordova, supported by Craig Lively to approve the Audit Engagement contract with Plante/Moran as presented. **Roll Call Vote: Mr. Lively, Mr. Cordova, YES. Ms. Hansen. Motion Carried.**

Plante/Moran GASB 68 Contract:

A brief discussion was held regarding the Plante/Moran GASB 68 Contract. Motion by Manuel Cordova, supported by Craig Lively to approve the GASB 68 contract with Plante/Moran in the amount of \$3,100, plus all reasonable and necessary related costs. **Roll Call Vote: Ms. Hansen, YES, Mr. Cordova, YES, Mr. Lively, YES.**



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Capital Expenditures: None

New Business: None

Old Business:

Work in Progress Update:

Ms. Ashley reported that Bay Bluffs is having some challenges with the new boilers holding a consistent temperature throughout the building. They are currently working on this. We are within a week of completing Birch wing. Discussion was held regarding other renovations that are taking place.

Workforce Capacity Building Campaign Update:

Ms. Ashley advised that Michelle Nikel will be here next month to provide the Board an update. We did our radio interview, and we are trying to get videos going on social media.

Ms. Ashley provided 2023 Recruitment and Retention Summary. Bay Bluffs had 25 new hires in 2023, a 68% retention rate, turnover rate was 19.7% while the state turnover average is 53%. Bay Bluffs had 6 resignations, 2 terminations, and 4 position eliminations in 2023. Total new hires for 2023 was 17, total.

Public Comment: None

Meeting Recap: Carol Hansen: Today we approved the consent agenda, approved the Financial Report, and Accounts Payable. We approved two (2) Plante/Moran Contracts and the Business Resource Network. We also heard from Lisa Ashley about the Recruitment and Retention Summary for 2023.

Adjournment: Motion by Craig Lively, supported by Carol Hansen to adjourn the meeting at 9:09 a.m. All voted "Aye". **Motion carried.**

Upcoming Meetings: The next Regular Meeting is scheduled for February 22, 2024, at 8:00 a.m., at the Harbor Springs Airport.

Date

Carol Hansen, Chairperson

Date

Vicki Ulrich, Recording Secretary

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