



Bay Bluffs – ECMCF
Emmet County Department of Human Services Board
Board Meeting Minutes
April 21, 2016

Mary Horan, Board Chair, called the meeting to order at 10:02 a.m. at Bay Bluffs – ECMCF in the Administrator's Office.

Board Members Present: Mary Horan
Liz Horrom
Marie Wayman

Board Member Absent:

Staff Present: Kristen Moore, Administrative Assistant
Lisa Ashley, Administrator
Kathy Abbott, Esq., Civil Counsel
Michael Greer, Chief Financial Officer

Staff Absent: None

Others Present: David Jones, Petoskey Harbor Springs Area Community Foundation

Others Absent: Charlie MacInnis, Liaison to Board/County commissioner

Guest(s)/Others Present: None

Consent Agenda: The consent agenda included the meeting agenda, and the minutes from the March 17, 2016 meeting, along with the facility reported incidents record and strategic goal report. Ms. Wayman motioned to approve the consent agenda. Ms. Horan supported the motion. The motion carried by consensus.

Chief Financial Officer's Report:

o **Financial Dashboard**

- o **March 2016 Cash Report:** The cash report for the month ending March 31, 2016 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.
- o **February 2016 Financial Report:** The financial report for the month ending February 29, 2016 was included in packets as well. Mr. Greer reviewed and explained this report to the Board.

Ms. Wayman motioned to approve the financial report. Ms. Horrom supported. Voice vote taken, motion carried by consensus.

- **Payables:**

The April payables presented today were reviewed and approved for the period ending April 21, 2015 in the amount of \$484,763.41.

Ms. Wayman motioned to approve and pay the bills as reviewed by the Board. Ms. Horrom supported; no further discussion. Roll call votes taken: Marie Wayman (YES), Mary Horan (YES), Liz Horrom (YES). Motion carries.

- **Capital Expenses:**

Ms. Ashley and Mr. Greer let the Board know that there may be upcoming expenses related to the Life Safety Survey and related citations. They informed the Board that plans have been submitted to the State of Michigan, and are now waiting on approval.

- **Contracts:**

Ms. Ashley informed the Board that she is working with Hospice providers on some changes to their contracts, so that Bay Bluffs has the same contractual obligations with each provider, in order to provide some consistency for staff.

She also informed the Board that Bay Bluffs has been approached by a student looking to do some graduate work with the facility. She will present the contracts to the Board when they are prepared.

- **Phones:**

Mr. Greer and Ms. Ashley informed the Board of the ongoing phone issues. There was discussion regarding how to proceed. **Ms. Horrom motioned to transition to AT&T ipflex lines back to the old copper lines. Ms. Wayman supported the motion. Roll call votes taken: Marie Wayman (YES), Mary Horan (YES), Liz Horrom (YES). Motion carries.**

Leadership Presentation:

David Jones, Executive Director at the Petoskey Harbor Springs Community Foundation. He explained the role of the Community Foundation, and shared with the Board that this year is the 5th year in which Bay Bluffs has had a fund at the Community Foundation Endowment Fund. He shared information about some of the different functions of the Community Foundation, and some ways in which they are involved in the local community.

Administrator's Report:

- **Community Connections of Greater Harbor Springs**
 - Ms. Ashley shared that she had become aware of an organization in Harbor Springs that is providing education regarding advanced care planning, dementia and wellness activities. She explained that she thought there may be opportunities for Bay Bluffs to partner with Community Connections in future endeavors.
- **Nursing Home Compare changes**
 - Ms. Ashley explained to the Board that there are 6 new quality measuring being put in place that will be included in Nursing Home Compare.

Old Business:

- **Valley City Linen-** Ms. Abbott reviewed the situation and its resolution with the Board. The Board requested that Ms. Ashley review other contracts that may have been signed by the former administrator, Karen Lasick.
- **M119 Traffic Speed-** Ms. Abbott recommended that the Board not sign the petition Ms. Rondel had proposed at the last meeting. She said that a better option would be for the Board to write a letter to the City of Harbor Springs in support of lowered speed limits, or in support of a study on traffic speed. Ms. Ashley volunteered to write that letter.

New Business:

Ms. Wayman requested a Fund Board update at the May meeting.

Public Comment: None.

Recap & Summary: 1. Ms. Ashley will check on other contracts signed by the former administrator. 2. Ms. Ashley will follow up on and update the Board on contracts with Hospice. 3. Mr. Greer will continue to work on the phone issues and look into transitioning back to the old system. 4. Mr. Greer will provide a Fund Board update at the next meeting. 5. Ms. Ashley will write a letter regarding the speed of traffic in front of the building.

Adjournment: Meeting is adjourned at 11:55 a.m.

Upcoming Meetings:

- The next Regular Meeting is scheduled for May 19, 2016 at Bay Bluffs- Emmet County Medical Care Facility at 10a.m. in the Bay Bluffs Administrator's Office.
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5/19/10

Date

5/19/16

Date

Mary Horan

Mary Horan, Board Chairperson

Kristen R. Moore

Kristen R. Moore, Recording Secretary

Copies to: Mary Horan, Marie Wayman, Liz Horrom, Kathy Abbott, Charlie MacInnis, Lisa Ashley, and Michael Greer.