



Bay Bluffs – ECMCF
Emmet County Department of Human Services Board
Board Meeting Minutes
August 18, 2016

Mary Horan, Board Chair, called the meeting to order at 10:03 a.m. at Bay Bluffs – ECMCF in the Conference Room.

Board Members Present: Mary Horan
Marie Wayman
Liz Horrom

Board Member Absent: None

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

Staff Absent: None

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

Others Absent: None

Guest(s)/Others Present: None

Consent Agenda: The consent agenda included the meeting agenda, and the minutes from the July 21, 2016 meeting. **Ms. Wayman motioned to approve the consent agenda with the addition of the Motorcycle Parade to New Business. Ms. Horan supported the motion. The motion carried by consensus.**

Chief Financial Officer's Report

o **Financial Dashboard**

- o **July 2016 Cash Report:** The cash report for the month ending June 30, 2016 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.
- o **June 2016 Financial Report:** The financial report for the month ending May 31, 2016 was included in packets as well. Mr. Greer reviewed and explained this report to the Board.

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

- **Payables:**

The August payables presented today were reviewed and approved for the period ending August 18, 2016 in the amount of \$334,102.84

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

- **Contracts: Professional Medical**

Mr. Greer and Ms. Ashley asked the Board to approve and sign the Professional Medical contract. This contract covers the purchase of IV and catheter supplies. **Ms. Wayman motioned to approve the contract; no further discussion. Roll call votes taken: Marie Wayman (YES), Mary Horan (YES), Liz Horrom (YES). Motion carries.**

- **Contracts: Addendum to Point Click Care**

Mr. Greer asked the Board to authorize him to sign an addendum to the Point Click Care contract. There are a few points that he will continue to try and negotiate, but Ms. Abbott approves of the contract as is, if those points are not able to be negotiated. **Ms. Horrom motioned to authorize Mr. Greer to sign the addendum to the Point Click Care contract. Ms. Wayman supported; no further discussion. Motion carries.**

- **Capital Expenses:**

Mr. Greer informed the Board that Bay Bluffs is looking into replacing and updating the kiosks throughout the facility that the C.N.A.s chart on. He estimates that this will cost about \$6000.00. There was some discussion about the use of handheld devices and how they could be used for charting.

- **Private Pay Rate:**

Mr. Greer informed the Board that the private pay rate will be increased starting October 1, 2016 from \$268 to \$275. He explained how the rate was arrived at and answered questions relating to the private pay rate. **Ms. Wayman motioned to approve the new private pay rate of \$275, effective October 1, 2016. Ms. Horrom supported; no further discussion. Motion carries.**

County Update: Mr. MacInnis shared with the Board that there will be 6 new commissioners taking office in January, and that he is developing a candidate education plan to help assist them on becoming knowledgeable about different roles and organizations within the county.

There was also discussion of the upcoming vacancy on the Bay Bluffs Board. Ms. Horan has decided not to seek another term on the Board. There was discussion about how to go about advertising for and filling the position.

Staff Engagement Survey Report and Action Plan: Ms. Ashley shared the results and comments of the Staff Engagement Survey with the Board. She discussed some of the key themes that had been identified, and what some of the steps where that would be taken over the next year to address the issues that had been identified.

Administrator's Report:

- **Q2 Organizational Scorecard:**
 - Ms. Ashley went over the 2nd quarter 2016 Organizational Scorecard and explained some of the metrics and scores to the Board, as well as some plans to improve in different areas.
- **Living Forward- next steps**
 - Ms. Ashley informed the Board that the next step the facility would take in regard to the Living Forward proposal was a financial and debt capacity analysis.

Old Business: None.

New Business:

- **Motorcycle Parade:** Ms. Wayman informed the Board that she had heard that the Harley Owner's Group (H.O.G.) Motorcycle Parade and Rally was taking place in Harbor Springs, and that she was concerned that the facility might be impacted due to increased traffic in the area.

Ms. Horrom motioned to move into closed session to consult with the attorney about trial or settlement strategy related to a specific worker's compensation case because open session would have a detrimental financial effect on the position of the board. Ms. Wayman supported. Roll call vote: Mary Horan (YES), Marie Wayman (YES), Liz Horrom (YES). Motion carries. The Board moved into closed session at 12:15 p.m.

The Board returned to open session at 12:23 p.m.

Public Comment: None.

Recap & Summary: 1. Ms. Abbott and Mr. Greer will negotiate with Point Click Care on the terms of the addendum. 2. Ms. Abbott will work with the Emmet County Clerk to advertise for the vacant position on the Board.

Adjournment: Meeting is adjourned at 12:25 p.m.

Upcoming Meetings:

- The next Regular Meeting is scheduled for September 15, 2016 in the Bay Bluffs Conference room at 10 a.m.

9/27/16

Date

9/27/16

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.