



Emmet County Department of Health & Human Services Board  
Board Meeting Minutes  
Thursday October 20, 2022

Carol Hansen, Board Chair, 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  
Gayle Mroczkowski

**Board Members Absent:** Manuel Cordova

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

**Others Present:** Vicki Ulrich, DHHS  
Charlie MacGinnis, Emmet County Commissioner

**Staff Absent:** None

**Guests Present:** Rich Ginop  
Don Mapes

**Consent Agenda:**

Carol Hansen motioned to approve the consent agenda, Gayle Mroczkowski supported, no further discussion and **motion carried unanimously.**

**DHHS/ Bay Bluffs Board Chairwoman's Report:** Gayle Mroczkowski thanked Carol for chairing the meeting last month, in her absence. Gayle also thanked Lisa Ashley for the continued updates on the status of Covid, throughout the pandemic.

**Finance Report:**

August 2022 Finance Report: The financial report for the month of August 2022 was included in the Board packets. Jim Connaughton gave the Financial Report. Discussion was held regarding the Financials and the census numbers. Further discussion was held regarding the non-available bed plan and what is happening at the state level with regard to how these beds are going to be counted and what the potential, financial impact of that might be. Staffing vacancies were discussed, along with wait list numbers and non-available beds and whether including these numbers in monthly reports should be



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added to the monthly financials, to give better perspective to the financial reports. The increase in Medicaid, Medicare and private pay rates.

**Motion by Carol Hansen, support by Gayle Mroczkowski to approve the August Financial Report. Roll Call Vote: Carol Hansen (YES), Gayle Mroczkowski (YES). Motion Carried**

- **Accounts Payable:** The payables presented were approved for the period ending September 2022 in the amount of \$332,122.57. **Carol Hansen motioned to approve the payables as presented. Gayle Mroczkowski supported. Roll Call vote: Ms. Hansen (YES), Ms. Mroczkowski (YES). Motion carried.**
- **Contracts:**  
Senior Millage Agreement: The 2023 Agreement for Senior Citizen Services was provided to the Board for Review. **Gayle Mroczkowski motioned to approve the 2023 Agreement for Senior Citizen Services, Carol Hansen supported. Roll Call vote: Ms. Hansen (YES), Ms. Mroczkowski (YES). Motion carried.**
- **Capital Expenditures:** None
- **2023 Budget Development:** Private Pay Rate. The 2023 Budget Development/Private Pay Rate was presented to the Board for Review. **Motioned by Gayle Mroczkowski, supported by Carol Hansen to approve the 2023 Budget Development/Private Pay Rate as presented. Roll Call Vote: Ms. Mroczkowski (YES), Ms. Hansen (YES). Motion Carried.**

**Pandemic Response and Recovery Report:** Lisa Ashley advised the Board that she is anticipating that this winter will be difficult because people do not want to participate with the pandemic (masking, etc.) protocols. Masks are still required, and we have updated our employee testing protocol. It is not currently recommended to test A-symptomatic individuals. This is the first week that we are not testing employees twice a week. We do test employees who have been out sick or are symptomatic. We will be updating visitation protocols November 1<sup>st</sup>. With Covid Grant monies we purchased two (2) new electronic screening systems. It will take their temperature and print out a little badge. This will replace the initial system we purchased for staff. We anticipate more state updates to testing protocols. We are currently not in an outbreak. So far, during the pandemic, we had 180 employee cases and only 23 residents and resident outbreaks were tied to visitor contact. Our families overall have been very patient with all the covid testing, masking and making appointments to see their loved ones. We are





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waiting on two (2) grants, that are under review by MDHHS. One will provide additional Covid dollars for additional sanitizing equipment and one will provide approximately two (2) years of transportation stipends for staff.

**New Business:**

**Strategic Planning Employee Retention/Recruitment:** Lisa Ashley presented:

- Priority is to retain and recruit nurse aids: The last 2 ½ years have been crazy and so spending 1 on 1 time with nurse aids has not been happening. The results of staff interviews were not what was expected. We asked why they have stayed on through all of the challenges and this question produced a lot of really great feedback and supportive comments that really “filled buckets” for leadership. It was a very good experience. We will start meeting with other staff members and rolling this out to other departments. We have been working with the leadership team and it has been difficult but, as leaders we need to get back to building our toolbox for the post-pandemic phase for Bay Bluffs. Focusing on what it is to be a leader and being less judgmental and more curious and positive as we move forward and away from the weight of what has been happening over the past two years. We have townhall meetings scheduled for next week regarding what the future of Bay Bluffs looks like. Strong leadership is going to make a huge difference in bringing in new staff and keeping them engaged. We have a nurse aid training class that starts this week that has 6 or 8 new potential staff and we are very excited about that. A health care training program out of Traverse City is doing the CAN training and they do a great job.
- Resident/Family Satisfaction Survey Report: On an annual basis, as part of our participating with the Quality Program with the State of Michigan the (QMI), we did a Resident/Family Satisfaction Survey. The results were awesome. Feedback was very positive overall with 100% saying they would recommend Bay Bluffs to others. There are somethings we can work on like trying to honor more individual resident preferences. It’s great to have resident and family suggestions and comments. We have a staff that work very well together and understand why they are there and understand the importance of what they are doing at Bay Bluffs.
- Lisa provided the Board with two articles to read: “Nursing homes becoming ‘loss leaders’ as they struggle with funds and staffing”; and “We will not go back to early pandemic restriction”.



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**Old Business:** Lisa Ashley reported that several inspections took place yesterday for the Dining Room project but, she has not received any reports or updates. Lisa believes that the floor is going to remain the way it is.

**Public Comment:** Rich Ginop spoke about the struggle for employees and what kind of pay and benefits are being given by some employers in Detroit and big businesses. Discussion was held regarding the lack of employees and the difficulty in hiring.

Gayle shared the make-up of the MDHHS Board part of the requirement is to be the governance board for Bay Bluffs but serve also as an advisory Board for the local Department of Health & Human Services. One member is appointed by the State and the other two members are appointed by the County. Gayle thanked Rich Ginop and Don Mapes for being present and for their interest in Bay Bluffs.

**Recap & Summary:** Gayle Mroczkowski

- In November our first budget draft will be presented for approval in December.
- An update on Nurse Aid Classes.
- We are looking at a possible change to next meeting date because of Manny's schedule. Moving to Tuesday the 22<sup>nd</sup> at 10 a.m.

**Adjournment:** Motion by Gayle Mroczkowski and supported by Carol Hansen to adjourn the meeting. No further discussion. All voted "Aye". Motion carried. Regular Meeting adjourned at 11:34 am.

**Upcoming Meetings:**

- The next Regular Meeting is scheduled for November 22, 2022, in the Harbor Springs Airport Conference Room at 10 a.m.

\_\_\_\_\_  
Date

11/22/22

Date

\_\_\_\_\_  
Gayle Mroczkowski, Chairperson

*Vicki Ulrich*

Vicki Ulrich, Recording Secretary

Copies to: Gayle Mroczkowski, Carol Hansen, Manny Cordova, Charlie MacInnis, Lisa Ashley, and Jim Connaughton.