



Emmet County Department of Health & Human Services Board
Board Meeting Minutes
Thursday, December 15, 2022

Carol Hansen, Chairperson, 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
Craig Lively

Board Members Absent: Manuel Cordova

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

Others Present: Vicki Ulrich, DHHS
Charlie McGinnis, Emmet County Commissioner
Don Mapes, Emmet County Commissioner

Staff Absent: None

Guests Present: None

Consent Agenda:

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

Pandemic Response and Recovery Report: Lisa Ashley

Currently Bay Bluffs has one (1) resident that has tested positive for Covid. We are in the process of repeat screening and testing. The resident's symptoms remain mild. We have a total of 5 staff who are out due to testing positive for Covid. All prevention protocols remain in place, including mask use requirements and health screenings for employees and visitors.

There is no new information on the employee retention grant. The Infection control grant has been postponed until January 2023.

We are scheduled to host State of Michigan licensing surveyor on December 20 for a State Licensing Infection Control Survey, a new annual requirement for nursing homes. She will also be performing a "Falls Prevention" survey as well.



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The largest new hire group since before the Covid Pandemic began are slated to begin with Bay Bluffs on Monday, December 12, 2022. Critical retention steps for leadership and department heads are being put into place to ensure that these new folks remain with Bay Bluffs so that we can begin to bring in additional residents and rebuild census and finances.

Finance Report:

Monthly Financials: October 2022 Financial report was presented by Jim Connaughton. Discussion was held regarding the financial report, CENAs, Nurses, Census, available bed numbers and the waiting list. The facility's net loss year-to-date is primarily attributable to the census decline. In addition, the Facility has yet to receive the quarterly CPE that was budgeted in the amount of \$150,000. The net loss trend will continue unless new Covid funds are received. This is reflected in the continued decline in the facility's days cash on hand. The Facility has engaged Plante Moran to assist with filing for Employee Retention Credit (ERC) funds and is anticipating receipt of those monies in 2022. The amount of that funding is estimated to be \$3.1M. Bay Bluffs has filed the revised 941s for 2021.

Motion to Approve the October 2022 Financial Report: Motion by Craig Lively, support by Carol Hansen to accept the October 2022 Financial Report. **Roll Call Vote: Mr. Lively (YES), Ms. Hansen (YES).**

Motion Carried.

Accounts Payable: The payables presented were approved for the period ending December 2022 in the amount of \$408,866.89. Motion by Craig Lively, supported by Carol Hansen to approve the Accounts Payable Report as presented. **Roll Call Vote: Mr. Lively (YES), Ms. Hansen (YES). Motion Carried.**

Contracts: None

Capital Expenditures: None

HCAM Medicaid Advocacy Letter: (Health Care Association of Michigan). Lisa Ashley provided the Board with a copy of a letter that was sent to Governor Whitmer regarding nursing facility cash flow issues. Ms. Ashley asked the Board if they felt that Bay Bluffs should send out a similar letter. Craig Lively suggested that Charlevoix, Emmet and Antrim County facilities get together and send out a similar letter, together. Carol Hansen stated that she saw no reason why we should not send a similar letter. Lisa will work on getting a joint letter put together.

2023 Operating and Capital Budgets: Jim Connaughton provided a copy of the updated, proposed 2023 Budget. Discussion was held regarding the staffing projections and the importance of retaining staff. Further discussion was had regarding the Medicaid, Medicare and Private Pay Rates. Mr. Connaughton



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reviewed both the income and expenditures line-by-line with the Board. Discussion was had regarding certain income sources and expenditures and all questions were answered.

Lisa Ashley provided the Board with a copy of the Bay Bluffs 2023 Capital Improvement Plan. Discussion was held regarding the Capital Improvement Plan.

Craig Lively motioned and Carol Hansen supported, to postpone the approval of the budget to the next meeting so that all Board Members could be present. **Roll Call Vote: Mr. Lively (YES), Ms. Hansen (YES). Motion Carried.**

New Business: None

Old Business: Lisa Ashley gave an update on the resident dining room project: Lisa advised the Board that she doesn't have an update from the last walk-through ten days ago. Ms. Ashley advised that there was another lengthy discussion with the contractor and architect that resulted in the determination that the contractor did not receive approval regarding the countertops design and the contractor is now looking at how they can remove the countertop and install the correct bracketing to meet the safety standards and requirements.

Public Comment: None

Recap & Summary: Carol Hansen

- We had quite a discussion and education on the budget.

Adjournment: Motion by Craig Lively and supported by Carol Hansen to adjourn the meeting. No further discussion. All voted "Aye". **Motion carried.** Regular Meeting adjourned at 12:21 p.m.

Upcoming Meetings: The next Regular Meeting is scheduled for December 18, 2022, in the Harbor Springs Airport Conference Room at 10 a.m.

Date

1/19/23

Date

Carol Hansen, Chairperson

Vicki Ulrich, Recording Secretary

Vicki Ulrich, Recording Secretary

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

