



Emmet County Department of Health & Human Services Board  
Board Meeting Minutes  
Thursday April 21, 2022

Gayle Mroczkowski, Board Chair, called the meeting to order at 10:00am at the Harbor Springs Airport Conference Room (8350 M-119, Harbor Springs).

**Board Members Present:** Gayle Mroczkowski  
Carol Hansen  
Manny Cordova

**Board Members Absent:**

**Staff Present:** Michael Greer, Chief Financial Officer  
Lisa Ashley, Administrator

**Others Present:** Vicki Ulrich, DHHS

**Staff Absent:** None

**Guests Present:** None

**Consent Agenda:**

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

**DHHS/ Bay Bluffs Board Chairwoman's Report:** Ms. Mroczkowski reported that she and Manny were at the DHHS Meeting this week and Grandvue is very much having the same issues as Baybluffs. Ms. Mroczkowski advised that she sent other Board Members, Mike Greer and others an article that provides nursing home stats around the country. Baybluffs did very well in this comparison. Discussion was held regarding the use of LPNs in Nursing Homes. Ms. Mroczkowski reported that she and Lisa Ashley did get together and discuss the strategic plan for staff and what that might look like. That is something that they will be working on in early May.

**Pandemic Response and Recovery Report:**

Lisa Ashley advised that there is a brief report in the Board's packet. There is not much new to report however, there are a couple of things to add. From a staffing perspective, we have two (2) new CENAs that are now in orientation and training. We also have a June nurse aid class that is filling up. Michigan has a new nurse aid training/testing partner, which is good news. The new registry and testing system will allow CENAs to complete their actual skills test on the spot. We are hoping this is the start of something wonderful. Discussion was held regarding taking on nursing students for the summer and what that might look like. Lisa advised that we are trying to be as creative as we can with respect to hiring and maintaining staff. Lisa gave a report on a vaccine program that will allow them to receive



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covid vaccines from Hometown Pharmacies, that we can administer ourselves. This would allow us to bypass the process of having to become a state-approved provider and have cold storage, etc. Lisa asked the Board for approval to sign the agreement with Hometown Pharmacy.

**Mr. Cordova motioned to approve signing the Agreement with Hometown Pharmacy to acquire Covid vaccines and, Ms. Hansen supported. No further discussion. Roll call vote: Ms. Mroczkowski (YES), Mr. Cordova (YES), Ms. Hansen (YES). Motion carries.**

Lisa Ashley advised the Board that Baybluffs had three (3) employees test positive for Covid. The last positive test was on April 7<sup>th</sup> so, hopefully next testing there will be zero positive cases.

Lisa went on to report that families are now allowed in resident rooms for visitation. We are asking that visitors contact the facility in advance of visit.

**Chief Financial Officer's Report**

- **February 2022 Finance Report:** The [financial report for the month of February 2022](#) was included in the Board packets. Mike Greer reviewed and explained this report to the Board. **Mr. Cordova motioned to approve the financial report. Carol Hansen supported. Roll call vote: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.**
- **Payables:** The payables presented were approved for the period ending March 2022 in the amount of \$381,373.16. **Ms. Hansen motioned to approve the payables as presented. Mr. Cordova supported, no further discussion. Roll call vote: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.**
- **Contracts:** None at this time.
- **Capital Expenditures:** None at this time.
- **2021 Audit & Cost Report Update:** Mike Greer reported that the audit is close to being done. Cost reports for both Medicare and Medicaid have been submitted but, will need to be adjusted for the employee retention credit.

**New Business:**

**Conflict of Interest Policy Review:** Lisa Ashley provided the Conflict-of-Interest Policy to the Board for review. Lisa advised that the policy needs some work and updating, and she would appreciate input from the Board. Lisa explained that while we are a governmental agency, we operate more as a non-





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profit, so it is a little complicated. Discussion was had regarding conflict of interest. Lisa suggested that we get the policy updated and then have Board Members re-sign new conflict of interest agreements. Manny and Carol will immediately sign the agreement and turn it in. All Board members will re-sign and re-submit new agreements, after the policy update. Board members will review the existing policy and get comments and suggestions to Lisa before the next Board Meeting.

**Old Business:**

- Update on 2022 Capital Plan: Lisa Ashley reported that the second washer was installed and working; and the dishwasher was installed and is working. Lisa advised that the oven and reach-in cooler should be delivered next week. The next thing is plumbing. We need to get shut off valves installed so the entire building doesn't have to have the water shut off for maintenance issues. We are also providing the county with updates on furnishings for resident rooms, and square footage of vacant neighborhood rooms so we can put documentation together for painting. Lisa advised that she has had several conversations with a concerned citizen that we don't have enough control over the millage monies. Lisa suggested the concerned citizen take up her concerns with the county.
- Update on Resident Dining Room Project: Lisa Ashley advised that a final punch-list walk-through to finalize the dining room is going to take place soon and she believes that it is very important for the Board Members to be present for this. There are still several things on the punch-list that are not completed. Discussion was held regarding the quality of work, and the ability to refuse the work as completed. Further discussion was held on the best way to provide evidence of the incomplete and/or unsatisfactory workmanship to the County.
- Update on CFO Search: Lisa Ashley advised that there was information in the Board Packet regarding all of the different efforts that have been made to hire someone to take Mr. Greer's position as CFO. So far there has been nobody that was worthy of interviewing. Most people were from out of area and even out of state. There were very few applicants with any medical experience. Discussion was held regarding the possibility of a contract with Mike Greer. If we are unable to find someone within a month, a proposed contract for services will be put together to present to Mike Greer for consideration.
- Annual Health & Safety Inspection Report & Plan of Correction Review: Ms. Ashley gave the Board some information on the long-term care facility survey process from Alaska, as Michigan doesn't have anything available. Lisa explained that during Surveys, facilities are given deficiencies. It is very unusual that you would have a survey without any deficiencies. Lisa explained a little bit about the 702-page State Operations Manual, F-Tags, K-Tags, citations, and the scoring of citations. Usually there are 5 or 6 surveyors that come in and they select specific



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patients to review and interview. Lisa gave some examples of citations so the Board could see how it works and what is focused on by the surveyors. Overall, the citations that Baybluffs received were very low level and low risk, so that was good.

- Update on Emergency Drill: Lisa advised that Regency 7, which includes Emmet County, is having a full-scale emergency drill. This drill included a mock explosion this morning at the Grand Traverse Pavilion where in multiple people were killed and injured. Lisa reported on what Baybluffs's interaction, participation and response was to this drill, which included emergency radio communications, contacting local hospitals and opening up beds at Baybluffs for the transfer of patients from Grand Traverse.

**Public Comment:** None

**Recap & Summary:**

- Ms. Mroczkowski advised that next month we will know more about the audit;
- The Board will sign Conflict of Interest Agreements, Review and make suggestions to Lisa on the updating of the current Conflict of Interest Policy, before the next Board Meeting;
- Lisa will advise the Board of the Final Punch-List Walk through date and Board Members will plan to attend this walk-through.
- We celebrate long-term care week the 2<sup>nd</sup> week of May. This will likely be Mike's last full week with us and we will plan to do something for Mike and have people in the facility at that time.

**Adjournment:** Ms. Hansen motioned to adjourn. Mr. Cordova supported, no further discussion.

**Motion carries.** Regular Meeting adjourned at 11:30 am.

**Upcoming Meetings:**

- The next Regular Meeting is scheduled for May 19, 2022, in the Harbor Springs Airport Conference Room at 10 a.m.

8-18-22

Date

9/15/22

Date

Gayle Mroczkowski

Gayle Mroczkowski, Chairperson

Vicki Ulrich

Vicki Ulrich, Recording Secretary





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

