



Emmet County Department of Health & Human Services Board
Board Meeting Minutes
Thursday May 19, 2022

Gayle Mroczkowski, Board Chair, called the meeting to order at 10:02 am 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:

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: Ms. Mroczkowski advised the Board that Lisa would be giving an update on the pandemic response today. We have worked so hard for two (2) years to keep the Covid virus out of our facility. We are so disappointed that we now have an outbreak, and our hearts goes out to Lisa and all of the staff and residents. Ms. Mroczkowski reported that Grandvue is down to 75 residents. They have consolidated residents and restricted visitation. I previously reported that Grandvue had lost their infectious disease person to McLaren but, she is now back and Grandvue is glad to have her back.

Pandemic Response and Recovery Report: Lisa Ashley provided the Board with some information regarding the current Covid outbreak. Ms. Ashley advised that the first positive testing occurred on 5/2/22. Ms. Ashley believes that the current outbreak is due to accepting admissions from the hospital and visitor failure to follow Covid protocol. On 5/3/22 twenty (20) residents tested positive. Some of these residents are already through their isolation period. The good news is that the outbreak has occurred when there are vaccinations and treatments. Symptoms have all been mild with the exception of the one resident whose family members refused to follow Covid protocol. This resident was already severely compromised and in a terminal state. There was just no way that this resident could survive Covid, or any other additional illness.



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Permission has been granted from health department to put visitation on hold for two (2) weeks. We will be re-evaluating visitation protocols. This strain of the virus very contagious and has been difficult to contain. On May 9th we were in contact with State of Michigan infection prevention team and two (2) LPNs and five (5) CENAs were brought on staff to assist. The Infection Prevention team walk through did not go well – it was very disappointing as they only spent about five (5) minutes in the Covid Unit. Medicaid will be reaching out to do another infection prevention review. Dr. Blanchard is taking the lead on this because he is frustrated with the allegations that Baybluffs is at fault for the outbreak.

Staffing has been a struggle. In the first quarter we had 22 staff out with Covid. In the second quarter we have already had 18 out with Covid. The total number of employee infections since 2020 is 83 and an additional 7 re-infections. A total of 90 employee Covid illnesses have been tracked and monitored, which amounts to a minimum of 900 days of work missed. We have 36 employees who were vaccinated test positive since 2021. The longest stretch of time we have gone without a positive test was 23 days (April 10 – May 3). We only had 1 resident in 2020 and 1 resident in 2022 test positive but, since May 3 we have had 20 residents test positive. 2 of the 20 are unvaccinated and 18 are vaccinated and boosted. During the two-week period of May 3 to May 17, a total of 495 hours has been dedicated to testing and reporting.

We are sitting at 69 residents currently and we are not taking in any new residents at this time.

Not only have we been down the 18 staff due to covid, we also have had 5-7 staff out for other reasons, unrelated to Covid.

We really need to be able to shift from pandemic to endemic guidelines and protocols for tracking and reporting because what is required of the facilities now is not sustainable. We have completed 335 resident covid tests and, 622 staff covid tests for a total of 957 covid tests in 2 weeks. The current Covid testing, tracking, and reporting workload is not sustainable.

Chief Financial Officer's Report

- **March 2022 Finance Report:** The financial report for the month of March 2022 was included in the Board packets. Mike Greer reviewed and explained this report to the Board. Mr. Greer explained that the CPE is not under the operating income. He is having Plant Moran look at this to figure out if we should be getting something in for this. One thing that is not under the operating income is the CPE. Plant Moran is about done with employee retention credit. The credit would be \$10,000 per quarter, per person – potentially over 1 million. Discussion was held regarding the direct care worker increase of \$2.35 per hour and whether that will be



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permanent. **Motion by Mr. Cordova to approve March Financial Report, Ms. Hansen supported. Roll Call vote: Mr. Cordova, (YES), Ms. Hansen (YES), Ms. Mroczkowski (YES). Motion carries.**

- **Payables:** The payables presented were approved for the period ending April 2022 in the amount of \$313,451.40. **Ms. Hansen motioned to approve the payables as presented. Ms. Mroczkowski supported. Roll Call vote: Mr. Cordova, (YES), Ms. Hansen (YES), Ms. Mroczkowski (YES). Motion carries.**
- **Contracts:** Single Audit & PPP Loan Audit: Lisa advised that she signed the PPP Loan Audit on 5/2/22, as this is within her scope to take care of. Mr. Greer explained what a Single Audit is and why there is a need for one. This audit is based on expense, not revenue and the purpose is to make sure there are internal controls in place to monitor and spend monies, such as the Cares Act funds. Plant Moran has indicated that this audit can be done for a cost of \$20,000 - \$25,000. **Ms. Hansen motioned to approve the Single Audit at a cost not to exceed \$25,000, supported by Mr. Cordova. Roll Call vote: Mr. Cordova, (YES), Ms. Hansen (YES), Ms. Mroczkowski (YES). Motion carries.**
- **Capital Expenditures:** None, at this time.
- **Employee Retention Credit Update:** Mike Greer reported that he had a phone call with Plan Moran on Friday regarding the employee benefits piece. Although the audit has been dragging on this year, Mr. Greer expects that it will be wrapping up very soon.

New Business: None, at this time.

Old Business:

- Conflict of Interest Policy & Form Discussion: Lisa Ashley reported This has not been at the top of her list to work on. The Board advised that they did not have any changes or updates to the Policy or Form. If no changes are being requested, the Board will sign new Agreements at the next Board Meeting.
- Update on 2022 Capital Plan: Lisa Ashley advised that there was nothing new to update on this. We are still waiting on a final punch-list walk-through on the dining room.



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- Update on Resident Dining Room Project: Lisa Ashley advised that we are on hold, waiting to find out if the walk-through will take place tomorrow. Ms. Mroczkowski will be present for the walk-through if it takes place. Ms. Ashley advised that there are several concerns remaining and provided an itemized list of problems and concerns to the Board. Ms. Ashley advised that the Fire Marshall is scheduled to come through on May 31st for life safety code expectations. So, sometime between now and May 31st the walk-through needs to take place. Discussion was held regarding the degree of concerns related to the long list of problems with the dining room project and what the process might be for getting these issues addressed.
- Update on the CFO Search: Ms. Ashley reported that they have two (2) candidates for the CFO position, to fill behind Mike Greer. Ms. Ashley and Mr. Greer feel as though either candidate would do a nice job so the decision will be difficult. Mr. Greer will be sticking around on contract to train the new CFO. Hopefully we will be making an offer to one of the candidates soon.

Public Comment: None

Recap & Summary:

- Ms. Ashley will provide the Conflict-of-Interest Agreements for each Board Member to review and sign at the next meeting.
- Ms. Ashley will let Ms. Mroczkowski know if the walk-through is going to take place tomorrow, so she can plan to attend.
- Ms. Ashley will keep the Board posted on the status of hiring the new CFO.
- The entire Board Congratulated Mike Greer on his retirement and thanked him for all of his years of service and hard work.

Adjournment: Ms. Hansen motioned to adjourn. Mr. Cordova supported, no further discussion.
Motion carries. Regular Meeting adjourned at 11:21 am.

Upcoming Meetings:

- The next Regular Meeting is scheduled for June 16, 2022, in the Harbor Springs Airport Conference Room at 10 a.m.

8-18-22
Date


Gayle Mroczkowski, Chairperson



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9/15/22

Date

Vicki Ulrich, Recording Secretary

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

