



Bay Bluffs – ECMCF
Emmet County Department of Human Services Board
Board Meeting Minutes
December 21, 2016

Liz Horrom, Board Member, called the meeting to order at 10:00 a.m. at Bay Bluffs – ECMCF in the Conference Room.

Board Members Present: Liz Horrom
Gayle Mroczkowski

Board Member Absent: Marie Wayman

Staff Present: Michael Greer, Chief Financial Officer
Kristen Smith, Administrative Assistant
Karen Gauden, Assistant Director of Nursing

Staff Absent: Lisa Ashley, Administrator

Others Present: None

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

Guest(s)/Others Present: None

Consent Agenda: The consent agenda included the meeting agenda, and the minutes from the November 14, 2016 meeting. **Ms. Mroczkowski motioned to approve the consent agenda. Ms. Horrom supported the motion. The motion carried by consensus.**

Chief Financial Officer's Report

- **Financial Dashboard**
 - **November 2016 Cash Report:** The cash report for the month ending November 30, 2016 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.
 - **October 2016 Financial Report:** The financial report for the month ending October 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. Mroczkowski supported. Voice vote taken, motion carried by consensus.

- **2017 Private Pay Rate:**

Mr. Greer informed the Board that the 2017 private pay rate needed to be increased from \$275 per day to \$276 per day, effective January 1, 2017, as the facility's Medicaid rate came in higher than expected. Ms. Horrom motioned to increase the private pay rate from \$275 per day to \$276 per day, effective January 1, 2017. Ms. Mroczkowski supported. Roll call votes taken: Liz Horrom (YES), Gayle Mroczkowski (YES), Marie Wayman (ABSENT). Motion carries.

- **Deferred Compensation Plan**

Mr. Greer informed the Board that he recommended Bay Bluffs add a Roth IRA option to the 457 Deferred Compensation Plan offered through the facility. Ms. Mroczkowski motioned to add a Roth IRA option to the 457 Deferred Compensation Plan. Ms. Horrom supported; no further discussion. Voice votes taken. Motion carries.

At this point, Ms. Wayman joined the meeting via conference call.

Administrator's Report:

- **Annual Health Inspection Report**
 - Ms. Gauden gave the Board an overview of the recent Health Inspection and Life Safety Inspection, and answered questions from the Board members.
- **Bay Bluffs Facebook Page Launch**
 - Ms. Smith informed the Board that Bay Bluffs now has a Facebook page, and answered the questions that they had.

Election of Officers

- Ms. Horrom nominated Ms. Wayman for the position of Board Chair. Ms. Wayman accepted the nomination. There were no other nominations for Board Chair. Roll call votes taken: Marie Wayman (YES), Liz Horrom (YES), Gayle Mroczkowski (YES). Ms. Wayman accepted the position of Board Chair.
- Ms. Wayman nominated Ms. Horrom for the position of Board Vice Chair. Ms. Horrom accepted the nomination. There were no other nominations for Board Vice Chair. Roll call votes taken: Marie Wayman (YES), Liz Horrom (YES), Gayle Mroczkowski (YES). Ms. Horrom accepted the position of Board Vice Chair.

Old Business: 2017 Meeting Schedule

There was discussion of the proposed 2017 meeting schedule. It was identified that there would not be quorum at the proposed January date, so the Board Members asked Ms. Smith to look at the calendar for another date. No other issues were identified.

New Business: County DHHS Director Review

Ms. Wayman informed the Board that she had been asked to complete a review for the County DHHS Director in her position as Vice Chair. There was discussion as to whether or not a special work session should be scheduled to discuss the review. Ms. Horrom informed Ms. Wayman that she did not have any additional input and would be happy for Ms. Wayman to complete the review.

Public Comment: None.

Recap & Summary: None

Adjournment: Meeting is adjourned at 11:20 a.m...

Upcoming Meetings:

- The next Regular Meeting is scheduled for January 2017, date to be determined, in the Bay Bluffs Conference room at 10 a.m.

1.26.17

Date

4.4.17

Date

Marie E. Wayman
Marie Wayman, Board Chairperson

Kristen Smith
Kristen Smith

Copies to: Marie Wayman, Liz Horrom, Gayle Mroczkowski, Kathy Abbott, Charlie MacInnis, Lisa Ashley, and Michael Greer.

