



**Bay Bluffs – ECMCF**  
Emmet County Department of Health & Human Services Board  
Board Meeting Minutes  
February 16, 2017

Marie Wayman, Board Member, called the meeting to order at 10:05 a.m. at Bay Bluffs – ECMCF in the Conference Room.

**Board Members Present:** Marie Wayman  
Gayle Mroczkowski  
Liz Horrom

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

**Others Present:** Robert Engel, Civil Counsel

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

**Guest(s)/Others Present:** Walter Ochs – Maintenance Director

**Consent Agenda:** The consent agenda included the meeting agenda, Facility Reported Incidents, the final 2016 Operational Scorecard, and the minutes from the January 26, 2017 meeting. Minutes from the January 2017 meeting were removed from the Consent Agenda for revisions.

**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**
    - **January 2017 Cash Report:** The cash report for the month ending January 30, 2017 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.
    - **December 2016 Financial Report:** The financial report for the month ending December 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.**

- **Payables:** The February payables presented were approved for the period ending February 15, 2017 in the amount of \$563,892.17. Discussion on payables included explanation of architecture invoice from 2015 services and transfer of funds for GFS and HRA payments.

**Ms. Horrom motioned to approve the payables as presented and reviewed by the Board. Ms. Mroczkowski supported; no further discussion. Roll call votes taken Marie Wayman (Yes) Gayle Mroczkowski (Yes) Liz Horrom (Yes). Motion carries.**

**Leadership Presentation:** Walter Ochs, Maintenance Director, provided the Board with an overview of the Life Safety Code compliance activities. The Board requested a list of items to be completed to achieve compliance in order of priority with any known cost.

At this time, the Board reviewed proposals from Plante/Moran Living Forward and Diekema Hamann Architecture to support the planning and development of facility updates. Ms. Ashley and Mr. Greer provided an overview of the anticipated planning process, including recent invitation to present to the County Commissioners on March 13, 2017.

**On a motion by Ms. Mroczkowski, supported by Ms. Horrom, the Board approved the Plante/Moran Living Forward and Diekema Hamann Architecture engagements pending legal counsel review and approval.**

**Administrator's Report:**

- **Board Binders**
  - Ms. Ashley reviewed material in the updated Board binders. Board members requested an email copy of the meeting packet in advance of the next meeting with paper copies of the material received at the meeting.
- **Strategic Operating Goals**
  - Ms. Ashley presented the strategic operating goals for 2017/18 which have primary focus on compliance with new regulatory requirements through CMS and Life Safety Code.

**Old Business:**

- **Administrator Evaluation Process**
  - The Board discussed the Administrator evaluation process and involvement of the Human Resources department in the process in absence of the Administrative Assistant. Ms. Wayman agreed to work with the Human Resources Director to coordinate the evaluation process for the month of March. Ms. Ashley provided copies of the tool to all Board members.

**New Business:** None.

**Public Comment:** None.

**Recap & Summary:** Leadership will provide a "punch list" of facility update items for compliance with Life Safety Code; A public notice on Board attendance at the March 13, 2017 County Commission meeting will be posted; Ms. Ashley will edit January minutes for approval at the next meeting; Ms. Ashley will distribute meeting material electronically and provide paper copies at the next meeting; Mr. Engel will review facility planning agreements and provide feedback.

**Adjournment:** Meeting is adjourned at 12:35pm

**Upcoming Meetings:**

- The next Regular Meeting is scheduled for March 16, 2017 in the Bay Bluffs Conference room at 10 a.m.

4.7.17

Date

4-7-17

Date

Marie E. Wayman  
Marie Wayman, Board Chairperson

[Signature]  
Lisa Ashley

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



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