



Bay Bluffs – ECMCF
Emmet County Department of Human Services Board
Board Meeting Minutes
February 18, 2016

Mary Horan, Board Chair, called the meeting to order at 10:00 a.m. at Bay Bluffs – ECMCF in the Administrator's Office.

Board Members Present: Mary Horan
Liz Horrom
Marie Wayman

Board Member Absent: None

Staff Present: Kristen Moore, Administrative Assistant
Lisa Ashley, Administrator
Kathy Abbott, Esq., Civil Counsel
Michael Greer, Chief Financial Officer
Susan Thurston, Director of Human Resources

Staff Absent: None

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 January 21, 2016 meeting, along with the facility reported incidents record. **Ms. Wayman motioned to approve the consent agenda. Ms. Horrom supported the motion. The motion carried by consensus.**

Leadership Presentation:

- Ms. Thurston presented the new Employee Assistance Program to the Board, and answered questions that they had related to the program.

Chief Financial Officer's Report:

- **Financial Dashboard**
 - **January 2016 Cash Report:** The cash report for the month ending January 31, 2015 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.

o **Life Safety Survey Report**

- Ms. Ashley informed the Board that the Life Safety Survey took place on January 29, 2016. The facility received 7 citations, and expects a re-inspection in April.

Old Business:

Bay Bluffs Fund- Ms. Wayman requested that Mr. Greer set up a meeting between herself, Mr. Greer, and Mr. MacInnis to discuss details of the Fund Board. Mr. Greer agreed.

Expense Reports and Credit Cards- Ms. Wayman requested a cover sheet for the expense reports, and asked for a detailed breakdown of credit card expenses.

New Business:

Administrator Evaluation- The Board decided that they would like to hold a special meeting on Tuesday, March 8 at 9a.m. to discuss the Administrator Evaluation. Ms. Ashley requested that they do so in closed session.

Public Comment: None.

Recap & Summary: 1. Ms. Abbott will let the Board know when they next Little Traverse Township meeting is. 2. Mr. Greer will set up a meeting of the Fund Board.

Adjournment: Meeting is adjourned at 12:06pm

Upcoming Meetings:

- The next Regular Meeting is scheduled for March 17, 2016 at Bay Bluffs- Emmet County Medical Care Facility at 10a.m.. in the Bay Bluffs Administrator's Office.
- The next Special Meeting is scheduled for March 8, 2016 at 9a.m. in the Bay Bluffs Conference Room.

3-17-16

Date

3/17/16

Date



Mary Horan, Board Chairperson



Kristen R. Moore, Recording Secretary

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