



Bay Bluffs – ECMCF
Emmet County Department of Health & Human Services Board
Board Meeting Minutes
January 26, 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

Board Member Absent: 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: Leadership Team

Consent Agenda: The consent agenda included the meeting agenda, and the minutes from the December 20, 2016 meeting. Ms. Mroczkowski motioned to approve the consent agenda. Ms. Wayman supported the motion. The motion carried by consensus.

Presentation: Mr. Larry Willis, from Arbor Associates, presented the Board and Leadership Team with results from the 2016 Family Satisfaction Survey. Overall results were positive and showed improvement in care and services as perceived by family members in comparison to the 2015 survey data.

Chief Financial Officer's Report

o **Financial Dashboard**

- o **December 2016 Cash Report:** The cash report for the month ending December 31, 2016 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.
- o **November 2016 Financial Report:** The financial report for the month ending November 30, 2016 was included in packets as well. Mr. Greer reviewed and explained this report to the Board.
Ms. Mroczkowski motioned to approve the financial report. Ms. Wayman supported. Voice vote taken, motion carried by consensus.
- o **Payables:** The January payables presented were approved for the period ending January 19, 2017 in the amount of \$738,592.91.

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

- **Accounts Receivable Report:** Mr. Greer presented a summary of the year end accounts receivable indicating that of the \$441,000 total outstanding owed to Bay Bluffs, \$171,000 is being written off as uncollectible based on collection attempts and individual circumstances of each case.

Administrator's Report:

- **Annual Health Inspection Report and Life Safety Inspection Reports**
 - Ms. Ashley provided the Board with copies of the form 2567 for both the health and life safety inspections, offering insights into the citations received and plans of correction currently underway at the facility.
- **Census/Admissions strategy Report**
 - Ms. Ashley provided an in-depth look at the last quarter census, giving data on admissions, referrals and discharges as well as an overview of physical plant challenges.
- **RFA – Nursing Consultant**
 - Ms. Ashley presented a Request for Approval to engage with a nursing consultant to evaluate the need for a night/weekend nursing supervisory position.

On a motion by Ms. Mroczkowski, supported by Ms. Wayman, the board approved the engagement, not to exceed \$17,000 in expense and pending legal counsel approval.

Old Business: None.

New Business:

Ms. Ashley inquired about the process and format of the 2016 Administrator evaluation process. The board agreed to utilize the same format as 2015 and asked Ms. Ashley to send copies of the tools used to all members of the Board for review prior to the February meeting.

Public Comment: None.

Recap & Summary: Mr. Engel will review the nurse consultant proposal and draft a contractual agreement. Ms. Ashley will send the Board members copies of the evaluation forms.


Adjournment: Meeting is adjourned at 12:00pm

Upcoming Meetings:

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

4.7.17
Date

4-7-17
Date



Marie Wayman, Board Chairperson



Lisa Ashley