



Bay Bluffs – ECMCF
Emmet County Department of Human Services Board
Board Meeting Minutes
March 17, 2016

Mary Horan, Board Chair, called the meeting to order at 10:05 a.m. at Bay Bluffs – ECMCF in the Administrator's Office.

Board Members Present: Mary Horan
Liz Horrom

Board Member Absent: Marie Wayman

Staff Present: Kristen Moore, Administrative Assistant
Lisa Ashley, Administrator
Kathy Abbott, Esq., Civil Counsel
Michael Greer, Chief Financial Officer

Staff Absent: None

Others Present: Nancy Rondel, RN

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 February 18, 2016 meeting, along with the facility reported incidents record and strategic goal report. Ms. Horrom motioned to approve the consent agenda. Ms. Horan supported the motion. The motion carried by consensus.

Public Comment: Nancy Rondel, RN at Bay Bluffs presented the Board with her concern over the speed limit in front of Bay Bluffs. She would like the Board's support in a petition to reduce the speed limit in front of the building. Ms. Abbott explained to Ms. Rondel that she would ask the Sherriff's department if they had any more information or recommendations.

Leadership Presentation:

- Ms. Ashley and Mr. Greer presented the Plante Moran Living Forward proposal to the Board. Ms. Ashley explained that Living Forward is a part of the aging services division at Plante Moran, and that they work with planning and development. They forecast occupancy rates and services needed, and also evaluate the physical structure of facilities. They collect data from multiple

other facilities to help make their recommendations. Mr. Greer asked the Board to approve the proposal. Ms. Horrom motioned to approve the Plante Moran Living Forward proposal in the amount of 28,000.00, not to exceed 33,000.00. Ms. Horan supported the motion. Roll call vote: Mary Horan (YES), Liz Horrom (YES), Marie Wayman (ABSENT). Motion carries.

Chief Financial Officer's Report:

○ **Financial Dashboard**

- **February 2016 Cash Report:** The cash report for the month ending February 29, 2016 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.
- **January 2016 Financial Report:** The financial report for the month ending January 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. Horan supported. Voice vote taken, motion carried by consensus.

○ **Payables:**

The March payables presented today were reviewed and approved for the period ending March 17, 2015 in the amount of \$352,325.74.

Ms. Horrom motioned to approve and pay the bills as reviewed by the Board. Ms. Horan supported; no further discussion. Roll call votes taken: Marie Wayman (ABSENT), Mary Horan (YES), Liz Horrom (YES). Motion carries.

○ **Capital Expenses:**

Ms. Ashley and Mr. Greer let the Board know that there may be upcoming expenses related to the Life Safety Survey and related citations.

Administrator's Report:

○ **Performance Review Process**

- Ms. Ashley informed the Board that the Performance Review process was changing. Going forward, all reviews will take place in October, and in order to receive wage increases in January, a score of 3/meets expectations must be achieved.

○ **Organizational Scorecard- 2016**

- Ms. Ashley presented the 2016 Organizational Scorecard, and answered questions.
- **Healthcare Decisions Day**
 - Ms. Ashley gave the Board members information regarding National Healthcare Decisions Day, and let the Board know that Bay Bluffs would be participating.

Old Business:

- **Valley City Linen-** Ms. Horrom motioned that the Board meet in closed session to consult with County Civil Counsel about trial or settlement strategy in connection with Case #16-105192-ck, entitled: *Valley City Linen Company v Bay Bluffs- Emmet County Medical Care Facility*, which is pending in the 57th Circuit Court for the County of Emmet, because an open meeting would have a detrimental financial effect on Bay Bluffs' position. Ms. Horan supported the motion. Roll call votes taken: Mary Horan (YES), Liz Horrom (YES), Marie Wayman (ABSENT). Motion carries.

The Board returned to open session at 12:05p.m.

Ms. Horan motioned that the Board authorize Board member, Liz Horrom and Administrator, Lisa Ashley, to attend the facilitative mediation scheduled on April 11, 2016 regarding 57th Circuit Court Case #16-105192-CK, entitled: *Valley City Linen Company v Bay Bluffs - Emmet County Medical Care Facility*, on behalf of Bay Bluffs and give them settlement authority as discussed in today's closed session. Ms. Horrom supported the motion. Roll call votes taken: Mary Horan (YES), Liz Horrom (YES), Marie Wayman (ABSENT). Motion carries.

- **Credit Card Policy-** Ms. Ashley asked the Board to approve the credit card policy, subject to Ms. Abbott's review. Ms. Horrom motioned to approve the credit card policy, subject to Ms. Abbott's review. Ms. Horan supported the motion. The motion carried by consensus.

New Business:

Administrator Compensation- Ms. Ashley requested that the Board review her compensation. She requested an additional week of Paid Time Off. Ms. Horrom motioned to amend Exhibit A to the Administrator's Contract to reflect an increase in compensation by 2% and an additional week of Paid Time Off. Ms. Horan supported the motion. Roll call votes taken: Mary Horan (YES), Liz Horrom (YES), Marie Wayman (ABSENT). Motion carries.

Public Comment: None.

Recap & Summary: 1. Ms. Abbott will discuss Ms. Rondel's proposal with the Sherriff's department to gain their input.

Adjournment: Meeting is adjourned at 12:16pm

Upcoming Meetings:

- The next Regular Meeting is scheduled for April 21, 2016 at Bay Bluffs- Emmet County Medical Care Facility at 10a.m. in the Bay Bluffs Administrator's Office.

4/21/16
Date

Mary Horan
Mary Horan, Board Chairperson

4/21/16
Date

Kristen R. Moore
Kristen R. Moore, Recording Secretary

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