



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

Mary Horan, Board Chair, called the meeting to order at 10:00 a.m. at Bay Bluffs – ECMCF in the Conference Room.

Board Members Present: Mary Horan
Liz Horrom
Marie Wayman

Board Member Absent: None

Staff Present: Lisa Ashley, Administrator
Michael Greer, Chief Financial Officer
Kristen Smith, Administrative Assistant
Kathy Abbott, Esq., Civil Counsel
Karen Gauden, Assistant Director of Nursing

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 October 31, 2016 meeting. **Ms. Wayman motioned to approve the consent agenda. Ms. Horrom supported the motion. The motion carried by consensus.**

Chief Financial Officer's Report

○ **Financial Dashboard**

- **October 2016 Cash Report:** The cash report for the month ending October 31, 2016 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.
- **September 2016 Financial Report:** The financial report for the month ending September 30, 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. Wayman supported. Voice vote taken, motion carried by consensus.

- **Payables:**

The November payables presented today were reviewed and approved for the period ending November 17, 2016 in the amount of \$210,185.10.

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

- **2017 Budget**

Mr. Greer presented the 2017 Budget to the Board. **Ms. Wayman motioned to approve the 2017 Budget as presented. Ms. Horrom supported; no further discussion. Roll call votes taken: Marie Wayman (YES), Mary Horan (YES), Liz Horrom (YES). Motion carries.**

- **Workers Compensation**

Mr. Greer informed the Board that he recommended Bay Bluffs move from a self funded workers compensation program to a guaranteed cost program. He met with several companies and recommended a proposal from Synergy. **Ms. Horrom motioned that the Board authorize the Board Chair to sign the agreement with Synergy. Ms. Wayman supported; no further discussion. Voice votes taken, motion carries by consensus.**

- **Defined Benefit Plan**

Mr. Greer recommended that the Administrator of the Defined Benefit Plan had recommended a minimum contribution of \$52,000.00 to the Defined Benefit Plan. There is currently an unfunded amount of \$237,266.00. Mr. Greer informed the Board that he felt the facility could fund the entire unfunded amount, and that he recommended the contribution be made in December. **Ms. Wayman motioned that the Board authorize Mr. Greer to make a contribution the entire unfunded amount, in the amount of \$237,266.00 . Ms. Horrom supported; no further discussion. Roll call votes taken: Marie Wayman (YES), Mary Horan (YES), Liz Horrom(YES).Motion carries.**

Resident Rights: Ms. Gauden spoke to the Board about changes coming to the Medicare and Medicaid Conditions of Participation. She focused on the updated Resident Rights component.

Administrator's Report:

- **Annual Health Inspection Report**

- Ms. Ashley let the Board know that Bay Bluffs had gone through the annual survey, and was waiting to receive the final report.
- **Bay Bluffs Fund Update**
 - Ms. Ashley informed the Board that she had no update at this time, and that she was continuing to work on recruiting new members.
- **Family Satisfaction Survey Update**
 - Ms. Ashley informed the Board that Arbor Associates will be presenting the results of the survey at the December meeting.
- **Website Launch**
 - Ms. Ashley let the Board know that the new Bay Bluffs website had launched.
- **5 Star Facility**
 - Ms. Ashley updated that Board that Bay Bluffs had received a 5 star rating from Nursing Home Compare.

Old Business: None.

New Business: None.

Public Comment: None.

Recap & Summary: None

Adjournment: Meeting is adjourned at 12:01 p.m.

Upcoming Meetings:

- The next Regular Meeting is scheduled for December 15, 2016 in the Bay Bluffs Conference room at 10 a.m.

12/21/16
Date

Liz Horan
~~Mary Horan, Board Chairperson~~ member

12/21/16
Date

Liz Horan
Kristen Smith Kristen Smith

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

