



Bay Bluffs – ECMCF
Emmet County Department of Human Services Board
Board Meeting Minutes
October 31, 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

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 September 15, 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**
 - **September 2016 Cash Report:** The cash report for the month ending September 30, 2016 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.
 - **August 2016 Financial Report:** The financial report for the month ending August 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 October payables presented today were reviewed and approved for the period ending October 20, 2016 in the amount of \$570,659.05.

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.

- **Contracts: Contract Audit Review**

Ms. Ashley reviewed the audit that she performed on the contracts that Bay Bluffs has with various vendors. She said that she was going to focus on updating contracts that have expired and getting the necessary Business Associate Agreements on file.

- **2017 Senior Millage Authorization**

Mr. Greer informed the Board that Bay Bluffs had been awarded approximately \$12,000.00 in senior millage funds. He asked that the Board authorize the Board Chair to sign the millage allocation. **Ms. Horrom motioned that the Board authorize the Board Chair to sign the senior millage allocation. Ms. Wayman supported; no further discussion. Voice votes taken, motion carries by consensus.**

Capital Expenses: None

Agreement of Belonging: Ms. Ashley shared the Agreement of Belonging that she had presented to staff members during the annual Safety & Wellness week with the Board. She explained the purpose of the Agreement of Belonging, and invited them to sign the Belief Board.

Administrator's Report:

- **Survey Readiness: Abuse, Neglect and Exploitation Prevention Program**

- Ms. Ashley informed the Board that starting November 1, 2016, new Life Safety Regulations go into effect. Additionally, on November 28, 2016, new Conditions of Participation for Medicaid go into effect. One of the new Conditions of Participation concerns the Abuse, Neglect and Exploitation Prevention Program. Ms. Ashley shared the changes and

updates that have been made to that program to comply with the new regulations.

Old Business:

- **DHHS Board Vacancy**

Ms. Ashley updated the Board as to conversations that she had with Charlie MacInnis and Maureen Clore from DHHS regarding the open position.

New Business: None.

Public Comment: None.

Recap & Summary: Mr. Greer will take care of the Senior Millage Allocation paperwork.

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

Upcoming Meetings:

- The next Regular Meeting is scheduled for November 17, 2016 in the Bay Bluffs Conference room at 10 a.m.

11/17/16

Date

Mary Horan

Mary Horan, Board Chairperson

11/17/16

Date

Kristen Smith

Kristen Smith

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

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