



Bay Bluffs – ECMCF
Emmet County Department of Human Services Board
Board Meeting Minutes
September 15, 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

Board Member Absent: Marie Wayman

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

Staff Absent: Kristen Moore, Administrative Assistant

Others Present: Charlie MacInnis, Liaison to Board/County commissioner

Others Absent: None

Guest(s)/Others Present: None

Consent Agenda: The consent agenda included the meeting agenda, and the minutes from the August 18, 2016 meeting, along with the minutes from the August 18, 2016 closed session. **Ms. Horrom motioned to approve the consent agenda with Ms. Ashley's addition of the McLaren Northern Michigan Biomedical Safety Contract. Ms. Horan supported the motion. The motion carried by consensus.**

Chief Financial Officer's Report

○ **Financial Dashboard**

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

- **Payables:**

The September payables presented today were reviewed and approved for the period ending September 15 2016 in the amount of \$305,760.46.

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.

- **Contracts: CareLink**

Ms. Ashley reviewed the CareLink Agreement. This is an agreement that is several years old, and had been signed by the prior Administrator. **Ms. Horrom motioned to renew the agreement, subject to recommendations from Kathy Abbott; no further discussion. Motion carries.**

- **Contracts: Medical Director Agreement**

Ms. Ashley explained that she and Dr. Blanchard had reviewed his Medical Director Agreement. It had not been reviewed or updated since 2009. **Ms. Horrom motioned to renew the agreement, subject to recommendations from Kathy Abbott; no further discussion. . Roll call votes taken: Marie Wayman (ABSENT), Mary Horan (YES), Liz Horrom (YES). Motion carries**

- **Contracts: Performance Logic Agreement**

Ms. Ashley explained the Performance Logic tool and how it would benefit the facility. **Ms. Horrom motioned to approve the contract; no further discussion. Roll call votes taken: Marie Wayman (ABSENT), Mary Horan (YES), Liz Horrom (YES). Motion carries.**

- **Contracts: McLaren Northern Michigan Biomedical Safety**

Ms. Ashley explained the agreement to the Board. **Ms. Horrom motioned to approve the contract; no further discussion. Roll call votes taken: Marie Wayman (ABSENT), Mary Horan (YES), Liz Horrom (YES). Motion carries**

Capital Expenses: None

County Update: Ms. Abbott let the Board know that she was stepping down from her position at the County at the end of the year, and that she was doing her best to leave things in a good position for the person that would be taking over.

Administrator's Report:

▪ **MDOT Master Agreement**

- Ms. Ashley explained that because Bay Bluffs receives MDOT funds, we have a Master Agreement that must be reviewed periodically. They have requested that we renew the Agreement. Ms. Ashley requested that the Board approve two Resolutions- a signature resolution, and a project authorization resolution, along with the Master Agreement.

Ms. Horrom motioned to approve the Master Agreement. Ms. Horan supported the motion. The motion carried by consensus.

Ms. Horrom motioned to approve the Certified Signature Resolution. Ms. Horan supported the motion. The motion carried by consensus.

Ms. Horrom motioned to approve the Project Authorization Resolution. Ms. Horan supported the motion. The motion carried by consensus.

▪ **Survey Readiness**

Ms. Ashley informed the Board that the facility will be in its Survey window in the end of October. She is still waiting on the 2015 Life Safety Survey to be closed out. She informed the Board of progress being made, including the process for signing off on work done in the building. There will be weekly meetings with different departments to prepare for the Survey.

▪ **Bay Bluffs Fund Update**

Ms. Ashley informed the Board that she has met with a potential new board member. She will get in touch with Fund Board Members to set up a meeting after the Point Click Care launch.

Old Business:

• **DHHS Board Vacancy**

Ms. Ashley updated the Board as to conversations that she had with Charlie MacInnis about filling the opening seat. Ms. Horan's intention is to continue to serve on the Board until a suitable candidate is found to fill her appointment.

New Business:

Public Comment: None.

Recap & Summary: 1. Ms. Ashley will continue working on contract review. 2. Ms. Ashley will follow up with Charlie about the board vacancy.

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

Upcoming Meetings:

- The next Regular Meeting is scheduled for October 20, 2016 in the Bay Bluffs Conference room at 10 a.m.

10/31/16

Date



Mary Horan, Board Chairperson

10/31/16

Date



Lisa Ashley, Recording Secretary

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