



Emmet County Department of Health & Human Services Board  
Board Meeting Minutes  
Thursday, November 22, 2022

Carol Hansen, Acting Chair, called the meeting to order at 10:00 am at the Harbor Springs Airport Conference Room (8350 M-119, Harbor Springs).

**Board Members Present:** Carol Hansen  
Craig Lively  
Manuel Cordova

**Board Members Absent:** None

**Staff Present:** Lisa Ashley, Administrator  
Jim Connaughton, Chief Financial Officer  
Gerard Schley

**Others Present:** Vicki Ulrich, DHHS

**Staff Absent:** None

**Guests Present:** None

**Consent Agenda:**

Manuel Cordova motioned to approve the consent agenda, Carol Hansen supported, no further discussion and **motion carried unanimously**.

**Election of Officers:**

Manuel Cordova nominated Carol Hansen as Chairperson, Craig Lively supported the nomination. Hearing no other nominations, the Board voted. **All voted "Aye". Motion Carried.**

Carol Hansen nominated Manuel Cordova as Vice-Chairman, Craig Lively supported the nomination. Hearing no other nominations, the Board voted. **All voted "Aye". Motion Carried.**

**Finance Report:**

September 2022 Financial report was presented by Jim Connaughton. Discussion was held regarding the Financials including Census, Staffing and the Waiting List.



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Motion to Approve the September 2022 Financial Report: Motion by Manuel Cordova, support by Carol Hansen to accept the September 2022 Financial Report. **Roll Call Vote: Mr. Cordova (YES), Mr. Lively (YES), Ms. Hansen (YES). Motion Carried.**

**Accounts Payable:** The payables presented were approved for the period ending October 2022 in the amount of \$245,089.55. Motion by Manuel Cordova, supported by Carol Hansen to approve the Accounts Payable Report as presented. **Roll Call Vote: Mr. Cordova (YES), Mr. Lively (YES), Ms. Hansen (YES). Motion Carried.**

**Contracts:** None

**Capital Expenditures:** None

**2023 Budget Development:** Jim Connaughton provided a draft budget for 2023. Lisa Ashley explained this is a work in progress – only a draft. Our long-term goal is to become financially independent. Census, Staffing, non-available bed plan and Covid all play a role in trying to develop a budget, keeping in mind that ERC funds have not yet been received and should not be relied upon at this point. We are working on keeping costs as low as possible while retaining and increasing nursing staff. Looking at everything regarding saving money and cutting expenses. Lisa will be speaking with Dave Boyer about the bond payment as providing resident care is more important than the bond payment.

**Pandemic Response and Recovery Report:** Lisa Ashley advised the Board that there have been no new resident Covid cases. The last employee that tested positive was on 11/7/22. A Resident and staff vaccine booster clinic was held 11/11/22. All prevention protocols remain in place. We began allowing in-room visitations on 11/1/22. The Infection Control Grant has been postponed until January 2023.

There are no new changes to census or capacity at this time.

Night staffing remains at crisis levels.

**New Business:**

- **Compliance & Ethics:** Lisa Ashley Introduced Gerard Schley to the Board. Gerard Shley has moved from bedside care to Medical Coding and now to Corporate Compliance. Gerard will be providing this report next year. Components of the Program include written standards, policies and procedures; Oversight; Compliance Training; Monitoring and Auditing; Enforcement; Response and Remediation; and Supplemental Components. Examples of Compliance Violations





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include Quality of Care; Resident Rights and Safety; Billing; Kickbacks; and HIPAA. Examples of Compliance Issues were provided to the Board as well.

- **Conflicts of Interest Disclosure Report:** Lisa Ashley provided the Conflicts of Interest Disclosure Report to the Board and requested that they fill it out and return it.
- **Strategic Planning: Employee Retention/Recruitment:** Stay interviews were conducted with CENA staff by the Director of Nursing and Administrator. Summary of findings and next steps were provided to the Board. We are currently engaged with PMP for recruitment of Resident Assistants. We have a new radio commercial running to enhance recruitment of CENA's.
- **2023 Meeting Schedule – draft:** Lisa Ashley provided the Board with the 2023 DHHS and Bay Bluffs Board meetings.

**Old Business:** Lisa Ashley reported that the resident dining room project is slated to be finished next Thursday.

**Public Comment:** None

**Recap & Summary:** Carol Hansen

- The 3 things that keep coming up repeatedly are Covid, Staffing and the dining rooms.
- We spoke briefly about marketing and perhaps a video to get staffing
- Carol stated that she is so sorry that the facility is still having to use masks and deal with Covid.
- It was nice to meet Gerard and Craig today.
- Need to complete Conflict of Interest and review the Corporate Compliance.
- Carol will work with Craig on the Accounts payable to familiarize him with that.
- A new Chairperson and a new Vice-Chairman were appointed. Carol said that as the new Chairperson she has big shoes to fill and will miss Gayle Mroczkowski.

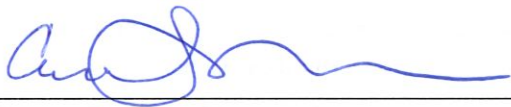


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**Adjournment:** Motion by Manuel Cordova and supported by Carol Hansen to adjourn the meeting. No further discussion. All voted "Aye". Motion carried. Regular Meeting adjourned at 12:03 p.m.

**Upcoming Meetings:** The next Regular Meeting is scheduled for December 15, 2022, in the Harbor Springs Airport Conference Room at 10 a.m.

10/15/22  
Date

  
Carol Hansen, Chairperson

12/15/22  
Date

  
Vicki Ulrich, Recording Secretary

Copies to: Carol Hansen, Manny Cordova, Craig Lively, Charlie MacInnis, Lisa Ashley, and Jim Connaughton.