



Bay Bluffs – ECMCF
Emmet County Department of Human Services Board
Board Meeting Minutes
August 20, 2015

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
Marie Wayman

Board Member Absent: None

Staff Present: Michael Greer, Chief Financial Officer
Kristen Moore, Administrative Assistant
Lisa Ashley, Administrator
Kathy Abbott, Esq., Civil Counsel
Walter Ochs, Director of Plant Operations

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 July 16th meeting and the July 27th Special Meeting. **Ms. Wayman motioned to approve the consent agenda. Ms. Horrom supported the motion. The motion carried by consensus.**

Leadership Presentation:

- Mr. Ochs presented the facility's Safety, Security and Disaster Planning efforts, including new door codes, vendor badges, sign in and out, and collaboration with the Charlevoix Cheboygan and Emmet Office of Emergency Management.

Administrator's Report:

- **Operational Dashboard**
 - **Q2 Organizational Scorecard**

- Ms. Ashley went over the results from Q2 and explained some of the metrics used.
- There were no reportable incidents since the July meeting.
- **Strategic Goals/Special Projects**
 - **Strategic Goals- September 2015 to December 2016**
 - Ms. Ashley presented the strategic plan to the Board, and explained the different Objectives that the Leadership Team developed during the strategic planning process.
 - **Emerging Issues**
 - Ms. Ashley discussed some proposed changes to Medicare for Fiscal Year 2016, including some changes in reporting.

Emmet County Update:

- None.

Chief Financial Officer's Report:

- **Financial Dashboard**
 - **July 2015 Cash Report:** The cash report for the month ending July 31, 2015 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.
 - **June 2015 Financial Report:** The financial report for the month ending June 30, 2015 was included in packets as well. Mr. Greer reviewed and explained this report to the Board.
Ms. Wayman motioned to approve the financial report. Ms. Horrom supported. Voice vote taken, motion carried by consensus.

- **Payables:**

The August payables presented today were reviewed and approved for the period ending August 20, 2015 as follows:

7/21/2015:	\$99,818.91
7/31/2015:	\$51,258.46
8/11/2015:	\$58,143.91
<u>8/20/2015:</u>	<u>\$282,557.72</u>
Total:	\$491,779.00

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

- **Divestment Update:**
 - Ms. Ashley and Ms. Abbott updated the Board as to an ongoing divestment. They explained that Ms. Ashley had participating in a hearing with DHHS and Medicaid, but that the status of the divestment had not changed.
- **2016 Budget:**
 - Mr. Greer informed the Board that he would be working on the 2016 budget in October and November. He has asked Leadership Team members to submit their capital requests.
- **Medicaid Rate Adjustment**
 - Mr. Greer requested that the Board approve adjusting the private pay rate to \$265 per day, effective October 1, 2015. **Ms. Horrom motioned to increase the private pay rate to \$265 per day, effective October 1, 2015. Ms. Wayman supported; no further discussion. Roll call votes taken: Marie Wayman (YES), Mary Horan (YES), Liz Horrom (YES). Motion carries.**

Old Business:

None

New Business:

- **CNA Course Graduation**
 - Ms. Ashley informed the Board that the students in the Bay Bluffs/ CharEm CNA class would be graduating on August 31, and invited them to the ceremony. Formal invitations to follow.

Public Comment: None.

Recap & Summary: Mr. Greer will be looking in to why the County sends a monthly cash report.

Adjournment: Meeting is adjourned at 12:20 pm

Upcoming Meetings:

- The next Regular Meeting is scheduled for September 17, 2015 at Bay Bluffs- Emmet County Medical Care Facility at 10:00a.m. in the Administrator's Office.

9-17-15
Date

9.17.15
Date

Mary Horan
Mary Horan, Board Chairperson

Kristen R. Moore
Kristen R. Moore, Recording Secretary

