

**EMMET COUNTY DEPARTMENT OF HUMAN SERVICES BOARD**

**BOARD MEETING MINUTES**

**March 20, 2014**

Fred Simons called the meeting to order at 10 a.m. at Bay Bluffs – ECMCF in the Administrator’s office.

**Board Members Present:** Fred Simons  
Mary Horan  
Marie Wayman

**Board Member Absent:** none

**Staff Present:** Karen Laseck, Administrator  
Michael Greer, Chief Financial Officer  
Janet VandenBerg, Administrative Assistant

**Staff Absent:** none

**Others Present:** Kathleen Abbott, Esq., Civil Counsel

**Others Absent:** Charlie MacInnis, Liaison to Board/County Commissioner

**Guest(s):** None

**Agenda:** Mr. Simons asked if there were any additions / corrections to the Agenda provided for today’s meeting. For future agendas keep ambulance topic on the Agenda & move to “Unfinished Business”. Mrs. Wayman asked that we add the Wheel-Way proposed project under “New Business”.

**Mrs. Wayman made a motion to accept the Agenda as submitted, amended and was supported by Mrs. Horan. Voice votes taken and motion carried.**

**Minutes:** Mr. Simons asked if there were any additions and/or corrections to the revised minutes of the February 20, 2014, Board Meeting distributed in the packets.

**Mrs. Wayman made a motion to approve the revised minutes of the February 20, 2014, meeting. Mrs. Horan supported the motion. Voice votes taken and motion carried.**

**Public Comment:** Discussion held regarding the ambulance proposal, county millage, etc.

**Scheduled Appearances:** none

**Administrator:**

- **Priorities:**
  - OnShift Training – Ms. Laseck mentioned that training is ongoing and that next week we will have two days of on-site training. Concerns with department issues were addressed by OnShift training staff.
  - Linen – Ms. Laseck mentioned that Valley City Linen began delivering linen on March 10<sup>th</sup> and was a flawless process. They replaced service provided through McLaren – Northern Michigan. Cost was lower that contract with McLaren and

was the same cost Bay Bluffs received in a quote from two years ago. They deliver three times a week.

- Website progress - Ms. Laseck mentioned that Jodie and Alicia from Gaslight Media met with Mike and her and they received training on the new site. The scheduled go-live date is March 24<sup>th</sup>. There will be an address link with the County's website. Bay Bluffs' web site is [www.baybluffs.org](http://www.baybluffs.org).
- Vital Care Contract – Ms. Laseck mentioned that Kathy Abbott reviewed the proposed renewal contract, indicated changes to be made, which was done and the contract was executed by both parties.
- Quest Lab – Ms. Laseck mentioned that Quest Lab will begin serving the Facility on March 24<sup>th</sup>. McLaren – NMH Lab was given a 30-day notice. There were issues with the phlebotomist, equipment, etc.
- Physician Services – Ms. Laseck mentioned that Dr. Orr ended providing services as of March 14<sup>th</sup>. Dr. Blanchard and Dr. Jackson have picked up her residents. They are planning to have a new nurse practitioner assisting them in June.
- Mobile Medical Support Services – Ms. Laseck stated that this program should be ready to serve our residents in-house in May. They are recruiting physicians to provide services for audiology and ophthalmology.
- Michigan Do-Not-Resuscitate (DNR) Procedure Act – Ms. Laseck mentioned in February of this year, the State legislators revised the new Law. Documentation was provided from Renee Beniak from MCMCFC. Ms. Laseck is in the process of reviewing the documentation and getting revised policies and new forms in place. She will then forward the documentation to her staff involved in the process to review. There will be a 90-day process of informing the families, responsible parties and residents through care conferences of this new protocol, and getting new forms signed and implemented. She will keep the Board apprised.
- Enhanced Dining – Ms. Laseck mentioned this was still on hold due to other items that needed to be prioritized. We are looking at switching to Sysco from Gordon Foods. Grandvue's dining program is different than Bay Bluffs', but Grandvue has also switched to Sysco.
- Fund Board – Ms. Laseck mentioned the Harbor Light paper ran the ad for two weeks, for possible new members to the Fund Board. She has not received any contacts. She will run the ad in the Petoskey News Review, and will also contact the Petoskey and Harbor Springs Chambers of Commerce, the Rotary and Kiwanis Clubs to see if they have members that might be interested. She mentioned it to the Auxiliary but there was no favorable response.
- **Turnover Report:** Ms. Laseck mentioned in February, we had a total of five individuals who quit without explanation, and three positions were termed for various reasons. Five new individuals were hired (two CNAs, a scheduler, a receptionist and one dietary aide), and one CNA moved from nursing to ward secretary. All future available positions will be posted on the web site.
- **Conference Attendance Information:** Ms. Laseck mentioned she attended an Emergency Preparedness Conference with her Maintenance Director and Infection Preventionist – Educator. She explained this has to do with both Federal and State governments. She shared with the Board acronyms such as MEDDRUN and

CHEMPACK and explained what they stood for. She also shared the following topics that were discussed with the Board: PRE-DISASTER PARADIGM, NATURAL DISASTERS, WORKFORCE READINESS & DISASTER DEPLOYMENT, CHEMICAL DISASTERS, MASS CASUALTY & FATALITY MANAGEMENT, and PUBLIC HEALTH. She discussed a needs assessment, plans, inventory and equipment required for disasters.

ACHA Conference - Ms. Laseck then shared with the Board information from the American College of Healthcare Administrators conference she attended. Those topics included: TEAMSTEPPS - Team competency outcomes (knowledge / attitudes / performance); LEADERSHIP STRATEGIES (Brief / Huddle / Debrief); SBAR (Communication using the *situation, background, assessment & recommendation*); CUS WORDS (I am *concerned*, I am *uncomfortable*, & this is a *safety issue*; and finally the AFFORDABLE CARE ACT which includes accountable care, primary care transformation, initiatives for Medicaid & children's health insurance program (CHIP), and initiatives for Medicare & Medicaid enrollees. Mr. Simons asked if she would be attending the MAC Legislative Conference, and she stated yes and she would be out of the Facility all week.

- **Illness Issues** – Ms. Laseck explained that Bay Bluffs was completely re-opened on March 10. Some of the issues Bay Bluffs dealt with were the GI virus and respiratory illness. Barb Fate worked hard to keep staff informed of daily status. Ms. Laseck explained that the five specimens that were sent to the State Epidemiology Lab all came back with the same diagnoses. There is no prescribed medication to be given for these illnesses; only fluids, rest and isolation.
- **Nursing Home Comparison** – Ms. Laseck shared with the Board that the Centers for Medicare & Medicaid Services (CMS) has a very complicated comparison that they do for the 5-star rating. CMS looks back three years at the Facility's surveys. They check the health inspections, surveys, complaints (including I-J violations / citations). Mr. Greer then mentioned about a recent article he saw on MSN and the 5-star rating. Discussion held.
- **Facility Newsletter** – Ms. Laseck mentioned that the first issue of the newsletter was distributed via e-mail and will be posted on the Facility website. Ted Monroe, Activity Director is working on the next issue. The Board asked if they could receive the newsletter via e-mail. Discussion held.

#### **Chief Financial Officer:**

- Cash Report: Mr. Greer distributed in the packets the Cash Report ending February 28, 2014. Discussion held. The Senior Millage is an annual grant.
- Financial Report: Mr. Greer distributed in the packets the Financial Report ending January 31, 2014. Mr. Greer reviewed this report with the Board.  
**Mrs. Horan made a motion to accept the Cash report ending February 28, 2014, and Financial Report ending January 31, 2014, and supported by Mrs. Wayman. Voice votes taken, motion carried.**
- February Payables: The February payables were reviewed and approved earlier today for the period ending March 20, 2014, during the Financial Meeting.

02/24/14	\$ 96,753.43
03/07/14	\$ 50,012.88
03/20/14	<u>\$200,023.45</u>
Total	\$346,789.76

**Mrs. Horan made a motion to approve / pay bills reviewed by the Board at Finance Meeting earlier today and supported by Mrs. Wayman. Roll call votes taken: Fred Simons (YES), Marie Wayman (YES), and Mary Horan (YES). Roll call vote passed.**

- Mr. Simons had asked about two items. One was for the check for \$77,000 to State of Michigan, which did not have an invoice attached. The second was the \$4,004 invoice for Empiric Solutions. Mr. Greer responded to those inquiries and Board was satisfied.

**Unfinished Business:**

- Board response to concerns addressed at November board meeting. Mrs. Horan mentioned the letter was well put together but that there were some grammar issues, which she addressed. Discussion held. Mr. Simons will make the changes and have it ready for signatures. Mr. Simons requested names and addresses of those in attendance and Ms. Laseck responded.
- Policies and Procedures - Mr. Simons made comment and would like to have a work session with Kathy Abbott, the Administrator and Board to address some policy issues.

**New Business:** Mrs. Wayman mentioned the Wheel-way proposal and mentioned implications for Bay Bluffs, etc. This project is being proposed for a potential grant by Harbor Inc. Discussion held. Kathy Abbott mentioned that property related issues need to be directed to the County.

**Communication:** None

**Public Comment:** None

**Announcements:** None

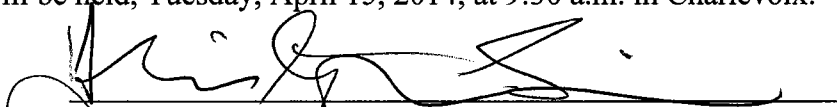
**Recap:** None

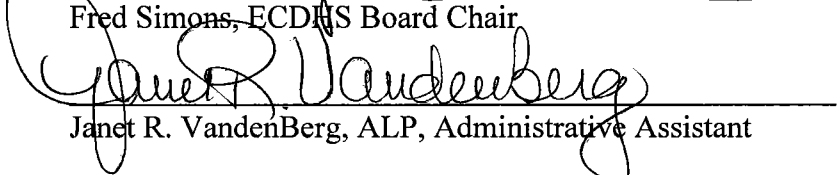
**Meeting Adjourned:** Mr. Simons entertained a motion to adjourn at 11:50 a.m.

**Upcoming Meetings:** The next ECDHS Financial meeting will be held at 9 a.m. and regular ECDHS Board Meeting at 10 a.m. at Bay Bluffs on Thursday, April 17, 2014. Charlevoix – Emmet County DHS Meeting will be held, Tuesday, April 15, 2014, at 9:30 a.m. in Charlevoix.

4/17/14  
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 Date

4/17/14  
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 Date

  
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 Fred Simons, ECDHS Board Chair

  
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 Janet R. Vandenberg, ALP, Administrative Assistant

Copies: Karen Laseck, Mike Greer, Kathy Abbott, Charlie MacInnis, Fred Simons, Mary Horan, Marie Wayman, Pat Simmons, Gail Martin, Marilyn May.