



Bay Bluffs – ECMCF
Emmet County Department of Human Services Board
Board Meeting Minutes
February 19, 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
Marie Wayman
Liz Horrom

Board Member Absent: None

Staff Present: Michael Greer, Chief Financial Officer
Kristen Moore, Administrative Assistant
Paul Blanchard, Medical Director

Staff Absent: Lisa Ashley, Administrator
Kathy Abbott, Esq., Civil Counsel

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

Others Absent: None

Guest(s)/Others Present: None

Agenda: Ms. Horan asked if there were any additions to the agenda. **Ms. Wayman motioned to approve the agenda. Ms. Horrom supported the motion. The motion carried by consensus.**

Minutes:

Ms. Wayman motioned to approve the meeting minutes from the December 18, 2014 meeting, subject to a spelling correction. Ms. Horrom supported the motion, subject to said correction. The motion carried by consensus.

Leadership Presentations

- Dr. Blanchard explained the importance of advance care planning to The Board. He spoke of difficulties in the process. He also explained how Bay Bluffs currently handles advance care planning.
- Dr. Blanchard informed The Board that he has been asked to sit on the Board of Directors for Boulder Park. There was discussion regarding any potential conflict of interest. The discussion was tabled until the March meeting.

Administrator's Report:

- **No Report- All agenda items tabled until the March meeting.**

Emmet County Update:

- Mr. MacInnis updated the Board on recent events at the County Commissioners' meetings. He recommended waiting a bit before inviting the Commissioners to the Facility.

Chief Financial Officer's Report:

- **Financial Dashboard**

- **January 2015 Cash Report:** The cash report for the month ending January 31, 2015 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.
- **December 2014 Financial Report:** The financial report for the month ending December 31, 2014 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 January payables presented today were reviewed and approved for the period ending February 19, 2015 as follows:

1/28/2015:	\$197,288.73
2/9/2015:	\$33,001.58
2/19/2015:	<u>\$272,011.04</u>
Total:	\$502,301.35

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.

- **Capital Expenditures**

- None

- **Contracts:**

- None

Old Business:

- **None- All agenda items tabled until the March meeting.**

New Business:

- **2015 Title VI Plan- MDOT contract requirement:** The proposed signature resolution allows Ms. Ashley to execute all agreements and project authorizations in regard to Master Agreement 2012-0079 on behalf of the Bay Bluffs- Emmet County Medical Care Facility Board.
Ms. Wayman motioned to approve the above mentioned resolution. Ms. Horrom supported. No further discussion. Roll call votes taken: Mary Horan (YES), Marie Wayman (YES), Liz Horrom (YES). Motion carries.
- **All other business tabled until the March meeting.**

Public Comment: None.

Recap & Summary: The agenda items that were tabled will be carried over to the next meeting. Reminder, the meetings for March, April and May will take place in the Administrator's Office.

Adjournment: Meeting is adjourned at 12:03 pm

Upcoming Meetings:

- Next Emmet County DHS Board Meeting will be **Thursday, March 19, 2015**, at Bay Bluffs at 9 a.m. for approving financials and at 10 a.m. for the regular Board Meeting.
Reminder: The next DHS meeting is scheduled for March 17, 2015 at 9:30 a.m. in Petoskey.

3-20-15
Date

3/20/15
Date

Mary Horan Ph.D. RN -
Mary Horan, Board Chairperson

[Signature]
Kristen R. Moore, Recording Secretary

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