



Bay Bluffs – ECMCF
Emmet County Department of Human Services Board
Board Meeting Minutes
March 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
Liz Horrom

Board Member Absent: Marie Wayman

Staff Present: Michael Greer, Chief Financial Officer
Kristen Moore, Administrative Assistant
Lisa Ashley, Administrator

Staff Absent: Kathy Abbott, Esq., Civil Counsel

Others Present: Charlie MacInnis, Liaison to Board/County Commissioner
Karen Gauden, Assistant Director of Nursing

Others Absent: None

Guest(s)/Others Present: None

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

Minutes:

Ms. Horrom motioned to approve the meeting minutes from the February 19, 2014 meeting, Ms. Horan supported the motion. The motion carried by consensus.

Leadership Presentations

- The Board took a tour of the Bay Bluffs Kitchen, led by Dietary Manager Sheri Streeting.

Administrator's Report:

- **Operational Dashboard**
 - **Experience of Care Survey Proposal**
 - Ms. Ashley explained the need for an experience of care survey. She believes it will be mandated in the future. She requested that the board

approve the proposal. Ms. Horrom made a motion to hire Arbor Associates at a cost of \$3,500.00 to conduct an experience of care survey. Ms. Horan seconded the motion. Roll call votes were taken. Mary Horan (YES), Liz Horrom (YES), Marie Wayman (ABSENT). Motion carries.

- **Strategic Goals/Special Projects**

- **Strategic Planning Proposal**

- Ms. Ashley explained the need for the Board and the Leadership Team at Bay Bluffs to participate in Strategic Planning. The anticipated cost of the process will be approximately \$1,125.00 per month over the next 12 months. Ms. Horrom made a motion to accept the proposal from the Deremo Group for strategic planning purposes. Ms. Horan seconded. Roll call votes were taken. Mary Horan (YES), Liz Horrom (YES), Marie Wayman (ABSENT). Motion carries.

- **Emerging Issues**

- **MI Health Link Overview**

- Ms. Ashley explained the pilot program taking place in the Upper Peninsula, Southeastern and Southwestern Michigan in regards to Integrated Care Organizations. She explained some of the impacts that we may see if the program goes into effect state wide.

Emmet County Update:

- Mr. MacInnis updated the Board on recent events at the County Commissioners' meetings. He discussed issues regarding EMT overtime and the Department of Public Works food waste pilot program.

Chief Financial Officer's Report:

- **Financial Dashboard**

- **February 2015 Cash Report:** The cash report for the month ending February 28, 2015 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.
 - **January 2015 Financial Report:** The financial report for the month ending January 31, 2015 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 February payables presented today were reviewed and approved for the period ending March 19, 2015 as follows:

3/2/2015:	\$221,892.28
3/6/2015:	\$7,394.24
3/19/2015:	<u>\$233,484.92</u>
Total:	\$462,771.44

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.

- **Capital Expenditures**

- Arjo lift project Request for Approval: Ms. Gauden and Mr. Greer presented the proposed Diligent Lift Program, along with the different proposal options. The recommended that the Board select Proposal B from the options presented. **Ms. Horrom made a motion to approve Proposal B, in the amount of \$142,530.00. Ms. Horan supported the motion. Roll call votes taken. Mary Horan (YES), Liz Horrom (YES), Marie Wayman (Absent). Motion carries.**
- Induction Base Heater Request for Approval: Dietary Manager Sheri Streeting explained the need for new induction base heaters during the kitchen tour. Ms. Ashley explained the need to the Board as well. **Ms. Horrom made a motion to approve the Request for Approval for new induction base heaters in the amount of \$8961.48. Ms. Horan supported the motion. Roll call votes taken. Mary Horan (YES), Liz Horrom (YES), Marie Wayman (ABSENT). Motion carries.**

- **Contracts:**

- None

Old Business:

- **Clarification on professional memberships paid by Bay Bluffs.**
 - Tabled

New Business:

- **Conflict of Interest and Confidentiality Policies**
 - Ms. Ashley explained that Kathy Abbott, Civil Counsel, has requested that all Board Members fill out a new Conflict of Interest form for the 2015 year.

Public Comment: None.

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

Adjournment: Meeting is adjourned at 12:20 pm

Upcoming Meetings:

- Next Emmet County DHS Board Meeting will be **Thursday, April 16, 2015**, at Bay Bluffs at 9 a.m. for approving financials and at 10 a.m. for the regular Board Meeting.

5.21.15
Date

5/21/15
Date

Mary Horan PhD, RN
Mary Horan, Board Chairperson

Kristen R. Moore
Kristen R. Moore, Recording Secretary

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