



Bay Bluffs – ECMCF
Emmet County Department of Human Services Board
Board Meeting Minutes
December 17, 2015

Mary Horan, Board Chair, called the meeting to order at 10:00 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: Kristen Moore, Administrative Assistant
Lisa Ashley, Administrator
Kathy Abbott, Esq., Civil Counsel
Michael Greer, Chief Financial Officer
Sonja Bosley, Director of Nursing
Becky Krussel, Director of Housekeeping and Laundry

Staff Absent: None

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

Others Absent: None

Guest(s)/Others Present: None

Consent Agenda: The consent agenda included the meeting agenda, and the minutes from the November 19 meeting Ms. Horrom motioned to approve the consent agenda. Ms. Wayman supported the motion. The motion carried by consensus.

Leadership Presentation:

- Ms. Bosley presented the Board with the 2015 Annual Survey Report results. She explained that the facility had received 2 citations, whereas in 2012, 2013 and 2014, there were 13, 16, 9 citations respectively. The 2 citations received were for the use of protective devices and weight loss. She also explained to the Board what the Plan of Correction for each citation was.

Chief Financial Officer's Report:

- Financial Dashboard

- **November 2015 Cash Report:** The cash report for the month ending November 30, 2015 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.
- **October 2015 Financial Report:** The financial report for the month ending October 31, 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 December payables presented today were reviewed and approved for the period ending December 17, 2015 as follows:

| | |
|--------------------|---------------------|
| 12/1/2015: | \$19,542.56 |
| 12/7/2015: | \$41,396.55 |
| <u>12/17/2015:</u> | <u>\$119,310.78</u> |
| Total: | \$180,249.89 |

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.

- **Budget 2016:**

- Mr. Greer explained the proposed 2016 budget to the Board, and answered questions that Board Members had. **Ms. Horan motioned to approve the proposed 2016 budget as presented by Mr. Greer. Ms. Horrom supported; no further discussion. Roll call votes taken: Marie Wayman (YES), Mary Horan (YES), Liz Horrom (YES). Motion carries.**

- **Contracts**

- Ms. Ashley and Ms. Krussel shared their concerns with the current linen service, Valley City Linen, with the Board. Ms. Ashley and Ms. Abbott explained to the Board that the contract with Valley City Linen had never been approved by the Board, and that there were some potential issues with terminating the contract. Ms. Krussel shared that she had toured the facility of another contractual linen service, and was pleased with them. She and Ms. Ashley requested that the Board terminate the contract with Valley City Linen, and commence service with Royal D Linen. **Ms. Wayman motioned to ratify the termination of the contract with Valley City Linen, and to commence service, subject to Ms. Abbott's approval, with Royal D Linen. Ms. Horrom supported; no further discussion. Motion carries.**

Emmet County Update:

- Mr. MacInnis shared with the Board that the results of a recent transport survey were back. The survey had an 80% response rate, and 70% of those that responded said that the issue should be put to voters. The transportation committee will meet in January to discuss further.

Administrator's Report:

- **Strategic Goals**
 - **2015/2016 Strategic Goals**
 - Ms. Ashley updated the Board as to progress on Strategic Goals, including training on a new Electronic Medical Record system,
- **2016 Calendar of Activities**
 - Ms. Ashley provided the Board with a calendar with suggested dates for specific items to take place- i.e. elections, budget approval, etc.

Old Business:

Bay Bluffs Fund- Ms. Wayman accepted the nomination to serve on the Fund Board. Mr. MacInnis was nominated to serve on the Fund Board as well. Mr. Greer volunteered to serve on the board on an interim basis, until more members can be found.

Administrator Evaluation Plan- Ms. Ashley presented the Board with a form that is used by another County Medical Care Facility for their consideration. Ms. Horan and Ms. Wayman will look through their personal files to see if any materials from previous evaluations can be found.

PTO Policy- Mr. Greer explained the purpose of the policy, and answered questions from the Board members. **Ms. Horrom motioned to approve the changes as explained by Mr. Greer. Ms. Wayman supported; no further discussion. Motion carries.**

New Business:

2016 Board Leadership Nominations- Ms. Horan was nominated by Ms. Wayman to continue serving as Board Chair. Ms. Horrom supported the nomination. Ms. Horan accepted the nomination, and the nomination was approved by consensus.

Ms. Horrom nominated Ms. Wayman to continue service as Board Vice Chair. Ms. Horan supported the nomination. Ms. Wayman accepted the nomination, and the nomination was approved by consensus.

2016 Public Notice- Ms. Ashley presented a draft of the 2016 Public Notice that will be posted in the facility. The Board requested that the dates of the DHHS meetings be confirmed with DHHS. Ms. Moore will confirm.

Public Comment: None.

Recap & Summary: 1. Ms. Moore will confirm the dates of the 2016 DHHS meetings. 2. Ms. Wayman and Ms. Horan will search their files for evaluation forms.

Adjournment: Meeting is adjourned at 12:33 pm

Upcoming Meetings:

- The next Regular Meeting is scheduled for January 21, 2016 at Bay Bluffs- Emmet County Medical Care Facility at 10:00a.m. in the Bay Bluffs Conference Room.

2-18-16
Date

Mary Horan
Mary Horan, Board Chairperson

2/18/16
Date

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.