



Bay Bluffs – ECMCF
Emmet County Department of Human Services Board
Board Meeting Minutes
January 15, 2015

Mary Horan, Board Chair, called the meeting to order at 10:01 a.m. at Bay Bluffs – ECMCF in the Conference Room.

Board Members Present: Mary Horan
Marie Wayman
Liz Horrom

Board Member Absent: None

Staff Present: Lisa Ashley, Administrator
Michael Greer, Chief Financial Officer
Kristen Moore, Administrative Assistant
Kathy Abbott, Esq., Civil Counsel
Barbara Fate, RN, Infection Control/Education Nurse

Staff Absent: None

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. Ms. Horrom supported the motion. The motion carried by consensus.

Leadership Presentations

- Ms. Fate explained the infection control process to the Board and answered questions regarding the facility's policies and procedures for controlling and preventing infection among residents and staff.

Administrator's Report:

- **Operational Dashboard**
 - **2015 dashboard-** Ms. Ashley reviewed the finalized organizational dashboard metrics with the Board. She discussed that individual committees would have additional metrics that they were responsible for, but those are not necessarily reflected on the dashboard for the organization as a whole.
- **Strategic Goals/Special Projects**
 - **Quality Assurance/Performance Improvement Program:** Ms. Ashley discussed some of the Quality Assurance/Performance Improvement projects that are being planned.
- **Emerging Issues**
 - **MCMCFC Updates:** Ms. Ashley discussed some potential changes that we may see in regards to how Medicare and Medicaid are handled at the State level.

Emmet County Update:

- Mr. MacInnis updated the Board on recent events at the County Commissioners' meetings. He discussed the new County-run ambulance program, and asked if the facility has been impacted at all. Ms. Ashley and Mr. Greer stated that the facility has still received the same level of service up to this point.

Chief Financial Officer's Report:

- **Financial Dashboard**
 - **December 2014 Cash Report:** The cash report for the month ending December 31, 2014 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.
 - **November 2014 Financial Report:** The financial report for the month ending November 30, 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 December payables presented today were reviewed and approved for the period ending December 18, 2014 as follows:

1/1/2015:	\$108,366.09
1/5/2015:	\$90,000.00
1/15/2015:	<u>\$167,867.48</u>
Total:	\$366,233.57

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**

- Mr. Greer told the Board that the facility was being wired in order to better support wireless internet throughout the entire building. The Board requested that he send a list of all planned capital expenditures to them so that they can be updated.

- **Contracts:**

McLaren Northern Michigan- Lab Services: Ms. Ashley explained to the Board that the facility needs a contract for Lab Services with McLaren Northern Michigan, as the old provider is no longer providing the needed services. **Ms. Wayman motioned to approve the contract, pending Ms. Abbott's review and approval. Ms. Horrom supported, no further discussion. Roll call votes taken: Marie Wayman (YES), Mary Horan (YES), Liz Horrom (YES). Motion carries.**

Old Business:

- **None**

New Business:

- **Strategic Planning Process:** Ms. Ashley discussed how she would like to proceed with the Strategic Planning process. She asked the Board to forward her any recommendations on outside facilitators that they may have. It was determined that the Board will have a special work session or special meeting when the time comes for Strategic Planning to take place.

Public Comment: None.

Recap & Summary: Ms. Moore will leave Board Packets at the front desk of the facility, rather than mailing them, and will send Packets to Mr. MacInnis and Ms. Abbott's mailboxes at the County Building through the interoffice mail system. Ms. Ashley will have new and revised policies available for the Board to review at the next meeting. Mr. Greer will provide a list of capital expenditures to the Board. Membership reimbursement will be discussed at the next meeting. Ms. Ashley will present a QAPI plan to the Board.

Adjournment: Meeting is adjourned at 12:13 pm

Upcoming Meetings:

- Next Emmet County DHS Board Meeting will be **Thursday, February 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 February 17, 2015 at 9:30 a.m. in Charlevoix.

2-19-15

Date

2/19/15

Date

Mary Horan

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.