



Bay Bluffs – ECMCF
Emmet County Department of Human Services Board
Board Meeting Minutes
May 21, 2015

Mary Horan, Board Chair, called the meeting to order at 10:01 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: Michael Greer, Chief Financial Officer
Kristen Moore, Administrative Assistant
Lisa Ashley, Administrator

Staff Absent: Kathy Abbott, Esq., Civil Counsel

Others Present: None

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

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. Horrom motioned to approve the meeting minutes from the March 19, 2015 meeting, as well as the April 17, 2015 and April 24, 2015 Strategic Planning Session minutes. Ms. Wayman supported the motion. The motion carried by consensus.

Consent Agenda

Ms. Ashley explained the concept of a Consent Agenda, and answered questions from the Board Members. Ms. Wayman motioned to begin using a Consent Agenda, Ms. Horrom supported. The motion carried by consensus. Ms. Abbott recommended that the Board update their rules to reflect this. The Consent Agenda for this meeting included Quarterly Policy Updates. Ms. Wayman motioned to accept the Consent Agenda. Ms. Horrom supported. The motion carries by consensus.

Leadership Presentation:

- None

Administrator's Report:

- **Operational Dashboard**
 - **Q1 Organizational Scorecard**
 - Ms. Ashley explained the Organizational Scorecard, as well as the results from Q1 of 2015. She explained the benchmarks used, and where the organization fell in relation to the goals.
- **Strategic Goals/Special Projects**
 - **Mission, Vision, Values and Core Competencies**
 - Ms. Ashley presented the mission, vision, values and core competencies that the strategic planning group had come up with. The Board gave their feedback. **Ms. Horrom motioned to approve the mission, vision, values and core competencies as presented. Ms. Wayman supported. The motion carried by consensus.**
 - Ms. Ashley also presented some logo options to the Board. The Board gave feedback, which Ms. Ashley will provide to the designer.

Emmet County Update:

- None.

Chief Financial Officer's Report:

- **Financial Dashboard**
 - **April 2015 Cash Report:** The cash report for the month ending April 30, 2015 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.
 - **March 2015 Financial Report:** The financial report for the month ending March 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 May payables presented today were reviewed and approved for the period ending May 21, 2015 as follows:

4/30/2015:	\$281,586.74
<u>5/21/2015:</u>	<u>\$291,401.51</u>
Total:	\$572,988.25

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 explained the need for a new air conditioning unit in the server room. He explained that he was waiting on quotes, but wanted to inform the Board. **Ms. Horrom motioned to spend no more than \$15,000.00 on a new cooling system for the server room. Ms. Wayman supported; no further discussion. Roll call votes taken: Mary Horan (YES), Marie Wayman (YES), Liz Horrom (YES). Motion carries.**

- **Contracts:**

- Mr. Greer informed the Board that he was exploring options in regards to outsourcing IT. He will keep the Board informed.
- Mr. Greer discussed the renewal of the Aegis Therapies contract. **Ms. Wayman motioned to approval the Aegis Therapies contract renewal. Ms. Horrom supported; no further discussion. Roll call votes taken: Mary Horan (YES), Marie Wayman (YES), Liz Horrom (YES). Motion carries**

Old Business:

- **Clarification on professional memberships paid by Bay Bluffs.**
 - Tabled- Ms. Ashley is developing a pay practice guide which will address this issue.
- **Conflict of Interest and Confidentiality Policies**
 - The Board reviewed the Conflict of Interest forms filled out by the Board, Administrator, DON, ADON, CFO and Medical Director. There was discussion of Dr. Blanchard's participation on the Board of Boulder Park Terrace. **Ms. Horrom motioned that the Board request he resign his position on the Board at Boulder Park Terrace. Ms. Wayman supported. Motion carries by consensus. Ms. Ashley will relay the Board's request.**

New Business:

- **Freedom of Information Act Changes**
 - Ms. Abbott informed the Board of impending changes to the Freedom of Information Act, that will be in effect as of July 1, 2015.

○ **Green House Visit**

- Ms. Ashley invited the Board to participate in the opportunity to visit a Green House facility in the Grand Rapids area on June 18, 2015.

Public Comment: None.

Recap & Summary: The agenda items that were tabled will be carried over to the next meeting. Reminder, the June meeting is rescheduled for June 16, 2015 at 1:30pm.

Adjournment: Meeting is adjourned at 12:20 pm

Upcoming Meetings:

- The next Regular Meeting is scheduled for June 16, 2015 at Bay Bluffs- Emmet County Medical Care Facility at 1:30pm.

6/16/15
Date

6/16/15
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.