



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

Mary Horan, Board Chair, called the meeting to order at 10:03 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
Kathy Abbott, Esq., Civil Counsel

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 September 17th meeting. **Ms. Horrom motioned to approve the consent agenda. Ms. Wayman supported the motion. The motion carried by consensus.**

Leadership Presentation:

- Ms. Moore presented an overview of the marketing and outreach efforts and plans she has been working on to the Board.

Administrator's Report:

- **Operational Dashboard**
 - None
- **Strategic Goals/Special Projects**

- **2015/2016 Strategic Goal Update**

- Ms. Ashley discussed progress on the strategic goals, particularly in relation to the staffing plan. She discussed changes to the Unit Care Coordinator and MDS Coordinator positions, as well as updated the Board as to the recruitment incentive for CNA positions.

- **Emerging Issues**

- **Corporate Compliance**

- Ms. Ashley gave the Board an update on an Office of Inspector General Work Plan, relating to therapy and therapy billing.

Emmet County Update:

- Mr. MacInnis informed the Board that the County budget is under development .

Chief Financial Officer's Report:

- **Financial Dashboard**

- **September 2015 Cash Report:** The cash report for the month ending September 30, 2015 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.
- **August 2015 Financial Report:** The financial report for the month ending August 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 October payables presented today were reviewed and approved for the period ending October 20, 2015 as follows:

9/23/2015:	\$85,681.93
9/8/2015:	\$24,237.38
<u>10/1/2015:</u>	<u>\$137,488.78</u>
Total:	\$247,399.09

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.

- **Divestment Update:**

- Ms. Ashley and Ms. Abbott updated the Board as to an ongoing divestment. Ms. Ashley informed the Board of a meeting and a letter that had been sent to the family.
- **2016 Budget:**
 - Mr. Greer presented an Education Assistance Program Policy to the Board for their approval. Ms. Wyman motions to approve the policy as presented, 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 presented a new Electronic Medical Records system to the Board. He explained the reasons that Bay Bluffs' current EMR is not meeting the needs of staff, and requested that they approve a proposal from Point Click Care, subject to Kathy Abbott's review. Ms. Wyman motions to approve the policy as presented, Ms. Horrom supported; no further discussion. Roll call votes taken: Marie Wayman (YES), Mary Horan (YES), Liz Horrom (YES). Motion carries.

Old Business:

Bay Bluffs Fund- Mr. Greer updated the Board on his research into the Bay Bluffs Fund. The attorney he spoke with informed him that it can have a 3 person Board, consisting of 2 members appointed by the Bay Bluffs Board, and 1 member appointed by the Emmet County Commissioners.

New Business:

None

Public Comment: None.

Recap & Summary: 1. Ms. Wayman will look into a visual presentation of the strategic goals. 2. Ms. Moore will track marketing expenses and time. 3. Ms. Ashley will work with Ms. Wayman on including the strategic goals in the agenda. 4. Don Coen from Arbor Associates will be invited to present the Family and Resident Satisfaction Survey data at the November meeting. 5. Mr. Greer will clarify some points of the employee assistance program.

Adjournment: Meeting is adjourned at 12:06 pm

Upcoming Meetings:

- The next Regular Meeting is scheduled for November 19, 2015 at Bay Bluffs- Emmet County Medical Care Facility at 10:00a.m. in the Bay Bluffs Conference Room.

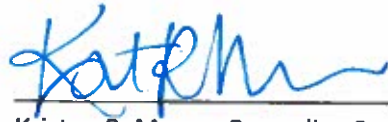
11-19-15
Date



Mary Horan, Board Chairperson

11.19.15

Date



Kristen R. Moore, Recording Secretary

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