



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

Mary Horan, Board Chair, called the meeting to order at 10:02 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
Kathy Abbott, Esq., Civil Counsel

Staff Absent: None

Others Present: None

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

Guest(s)/Others Present: None

Consent Agenda: The consent agenda included the meeting agenda, and the minutes from the August 20th meeting. Ms. Wayman motioned to approve the consent agenda. Ms. Horrom supported the motion. The motion carried by consensus.

Leadership Presentation:

- The Leadership Presentation was postponed until the October meeting.

Administrator's Report:

- **Operational Dashboard**
 - Ms. Ashley reported to the Board that the recent complaint investigation resulted in a citation, but that the Plan of Correction had been accepted by the State.
- **Strategic Goals/Special Projects**

- **Policy and Procedure Updates**

- The Board reviewed the policies and procedures that Ms. Ashley included in their packet. **Ms. Horrom motioned to approve the policies as presented. Ms. Horan supported the motion. The motion carried by consensus.**

Emmet County Update:

- None.

Chief Financial Officer's Report:

- **Financial Dashboard**

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

9/1/2015:	\$123,711.73
9/8/2015:	\$29,6053.41
9/17/2015:	<u>\$202,349.10</u>
Total:	\$355,666.24

Ms. Horan motioned to approve and pay the bills as reviewed by the Board. Ms. Horrom supported; no further discussion. Roll call votes taken: Marie Wayman (ABSENT), Mary Horan (YES), Liz Horrom (YES). Motion carries.

- **Divestment Update:**

- Ms. Ashley and Ms. Abbott updated the Board as to an ongoing divestment. Ms. Abbott explained to the Board that she and Ms. Ashley were looking in to all avenues available to recoup funds.

- **2016 Budget:**

- Mr. Greer informed the Board that he would be working on the 2016 budget in October and November. He has asked Leadership Team members to submit their capital requests.

- **Fund Update**

- Mr. Greer explained to the Board that the Fund Board has not had any recent activity, and he has not been able to file a form 990. He is looking in to whether or not the Fund Board needs to be dissolved.
- **Project Proposal**
 - Ms. Ashley informed the Board that she was reaching out to architects to request proposals. In order to achieve some of the strategic goals that have been set, some changes to the building may be necessary. Ms. Ashley would like to involve an architect in that discussion.

Old Business:

None

New Business:

None

Public Comment: None.

Recap & Summary:

Adjournment: Meeting is adjourned at 11:00 a.m.

Upcoming Meetings:

- The next Regular Meeting is scheduled for October 15, 2015 at Bay Bluffs- Emmet County Medical Care Facility at 10:00a.m. in the Bay Bluffs Conference Room.

10-15-08
Date

Mary Horan
Mary Horan, Board Chairperson

10.15.15
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.

