



Bay Bluffs – ECMCF
Emmet County Department of Human Services Board
Board Meeting Minutes
November 20, 2014

Marie Wayman, Board Vice-Chair, called the meeting to order at 10:04 a.m. at Bay Bluffs – ECMCF in the Conference Room.

Board Members Present: Marie Wayman
Mary Horan
Liz Horrom

Board Member Absent: None

Staff Present: Michael Greer, Chief Financial Officer
Kristen Moore, Administrative Assistant
Kathy Abbott, Esq., Civil Counsel
Susan Thurston, Director of Human Resources
Allyne Green, Restorative Nurse
Tara Ward, Restorative Nurse
Amy Mann, Treatment Nurse
Sonja Bosley, Director of Nursing

Staff Absent: Lisa Ashley, Administrator

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

Others Absent: None

Guest(s)/Others Present: None

Agenda: Ms. Wayman asked if there were any additions to the agenda. **Ms. Horan motioned to accept the agenda. Ms. Wayman seconded the motion. Voice votes taken, motion carried.**

Minutes:

Ms. Horan motioned to accept the minutes for the 10/16/2014 meeting and Ms. Wayman supported. Voice votes taken and the motion carried.

Public Comment: None

Scheduled Appearances:

1. Susan Thurston-Director of Human Resources- Ms. Thurston shared her extensive human resources background with the Board, and explained some of the work that she will be doing at Bay Bluffs.
2. Allyne Green and Tara Ward- Restorative Nurses- Ms. Green and Ms. Ward described their role within Bay Bluffs to the Board, and answered questions regarding their experience, training and certifications. They also discussed goals that they have for the Restorative program, as well as personal goals that they have.
3. Amy Mann- Treatment Nurse- Amy Mann described the role of Skin/Treatment Nurse that she and another nurse, Lindsey Mendez, share. She explained her training and certifications, and also answered questions regarding her department.

Administrator's Report:

- Ms. Bosley presented the Board with the annual Survey Results, and explained each citation, along with the accepted Plan of Correction. She answered questions that the Board members had in regards to the specific citations and how we plan to insure compliance throughout the organization.

Emmet County Update:

- Mr. MacInnis updated the Board on recent events at the County Commissioners' meetings. He invited the Board, along with Ms. Ashley to attend the County Commissioners' Administrative Meeting on December 16 at 2:00pm at the Emmet County Building.

Chief Financial Officer's Report:

- **October 2014 Cash Report:** The cash report for the month ending October 31, 2014 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.
- **September 2014 Financial Report:** The financial report for the month ending September 31st 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 carries.**
- **Payables:**

The November payables presented today were reviewed and approved for the period ending August 21, 2014 as follows:

10/28/2014:	\$90,540.82
11/20/2014:	<u>\$341,784.10</u>
Total:	\$432,324.92

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 (YES), Mary Horan (YES), Liz Horrom (YES). Motion carries. .

- **2015 Operating Budget:** Mr. Greer answered questions from the Board regarding the proposed 2015 Operating Budget. **Ms. Horrom motioned to approve the proposed 2015 Operating Budget. Ms. Horan seconded the motion. Voice vote taken, motion carries.**
- **Capital Expenditures- Arjo Lift Replacement Project:** Mr. Greer explained the proposed lift replacement project and answered questions from the Board members. **Ms. Horan motioned to approve the proposed capital expenditure to purchase Arjo Lifts in the amount of \$25,829.58. Ms. Horrom supported the motion. Rolls call votes taken: Mary Horan (YES), Marie Wayman (YES), Liz Horrom (YES). Motion carries.**

Old Business:

- **None**

New Business:

- **Election of Officers:**
 - **Chair:** Ms. Wayman opened nominations for the position of Chair of the Board. **Ms. Wayman nominated Ms. Horan for the position of Chair of the Board. Ms. Horan accepted the nomination.** No other nominations were made. Nominations were closed. **Ms. Horrom motioned to elect Ms. Horan to the position of Chair of the Board. Ms. Wayman supported the motion. Roll call votes taken: Marie Wayman (YES), Mary Horan (YES), Liz Horrom (YES). Motion carries.**
 - **Vice Chair:** Ms. Wayman opened nomination for the position of Vice Chair of the Board. **Ms. Horan nominated Ms. Wayman for the position of Vice Chair of the Board. Ms. Wayman accepted the nomination.** No other nominations were made. Nominations were closed. **Ms. Horrom motioned to elect Ms. Wayman to the position of Vice Chair of the Board. Ms. Horan supported the motion. Roll call votes taken: Marie Wayman (YES), Mary Horan (YES), Liz Horrom (YES). Motion carries.**
- **Bay Bluffs Fund, Volunteer Corps and Auxiliary:** Mr. Greer explained to the Board the historical purpose and function of the Bay Bluffs Fund. He confirmed that it is a 501c3 organization. The Board requested that Mr. Greer provide copies of the Articles of Incorporation, bylaws, and form 990 to them before the next meeting.

Public Comment: None

Recap & Summary: Board members will attend the December 16, 2014 County Commissioners Meeting. The Emmet County Update will be moved up on the agenda, between the Administrator's Report and the CFO's Report. Mr. Greer will provide fund documents to the Board before the next meeting. Board members will attend a DHS orientation, at a time to be announced. Ms. Moore will provide the Emmet County DHS Office with Ms. Horrom's contact information.

Adjournment: Ms. Horrom motioned to adjourn the meeting. Ms. Horan supported the motion. Voice votes taken. Motion carries. Meeting is adjourned at 12:15 pm.

Upcoming Meetings:

- Next Emmet County DHS Board Meeting will be **Thursday, December 18, 2014**, at Bay Bluffs at 9 a.m. for approving financials and at 10 a.m. for the regular Board Meeting.

12-18-14

Date

12-18-14

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.