



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

Mary Horan, Board Chair, called the meeting to order at 10:00 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: Kristen Moore, Administrative Assistant
Lisa Ashley, Administrator
Kathy Abbott, Esq., Civil Counsel
Michael Greer, Chief Financial Officer

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 December 17th meeting, along with policy and procedure updates, and the 2016 Public Notice. Ms. Wayman requested two changes to the December minutes. First, that the date be corrected, and second, to reflect that she attended the meeting. **Ms. Wayman motioned to approve the consent agenda with the proposed changes to the minutes. Ms. Horrom supported the motion. The motion carried by consensus.**

Leadership Presentation:

- Ms. Ashley updated the Board as to the Facilities Master Plan. She explained the need to bring in consultants, such as Plante Moran, to help determine needs. She further explained that she and other key members of the Bay Bluffs Leadership would be meeting with County Officials to discuss the need for County involvement in the project.

Chief Financial Officer's Report:

- **Financial Dashboard**

- **December 2015 Cash Report:** The cash report for the month ending December 31, 2015 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.

- **November 2015 Financial Report:** The financial report for the month ending November 30, 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. Wayman supported. Voice vote taken, motion carried by consensus.

- **Payables:**

The January payables presented today were reviewed and approved for the period ending January 21, 2015 in the amount of \$935,659.90.

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

- **Expense Reports and Credit Card Reporting:**

- The Board requested that Mr. Greer create some sort of cover sheet explaining the expense reports submitted by staff- i.e. including documentation regarding a conference, explaining why the conference is necessary, and including who approved the expense. They also requested a more detailed breakdown of credit card expenses, assigning expenses to the applicable department.

- **Contracts**

- Mr. Greer explained that the Facility has a new hairdresser, Alisha Burns, and explained some of the provisions of her contract.. **Ms. Horrom motioned to approve Ms. Burns' contract. Ms. Horan supported; no further discussion. Motion carries.**

- Ms. Ashley explained to the Board that the Facility is currently looking to local service providers to provide ancillary services to the Residents.

- Ms. Moore requested that the Board approve a contract with Common Angle for website redesign. Ms. Abbott requested that the confidentiality clause printed on each page be stricken, as it was presented at a public meeting. Ms. Ashley and Mr. Greer explained that as Common Angle is the Facility's IT provider, they are familiar with our needs regarding open meetings. **Ms. Horrom motioned to approve the Common Angle contract for website redesign. Ms. Wayman supported; no further discussion. Roll call votes taken: Marie Wayman (YES), Mary Horan (YES), Liz Horrom (YES). Motion carries.**

Emmet County Update:

- None

Administrator's Report:

- **Strategic Goals**
 - **2015/2016 Strategic Goals**
 - Ms. Ashley updated the Board as to progress on Strategic Goals. She informed the Board that the Point Click Care go live date has been pushed back to mid-March to allow more time to interface with pharmacy and other services. She also explained that the High Five program has been formalized and rolled out to the staff.

Old Business:

Bay Bluffs Fund- Ms. Wayman requested that Mr. Greer set up a meeting between herself, Mr. Greer, and Mr. MacInnis to discuss details of the Fund Board. Mr. Greer agreed.

Administrator Evaluation Plan- The Board discussed changes that they would like to see made to the evaluation forms, and agreed to extend the meeting to further discuss the evaluation forms.

New Business:

None

Public Comment: None.

Recap & Summary: 1. Ms. Moore will correct the December minutes. 2. Mr. Greer will develop a coversheet for expense reports, and will provide quarterly breakdowns of the credit card purchases. 3. Mr. Greer will set up a meeting of the Fund Board. 4. The meeting will be extended to discuss the administrator evaluation tools, and the Board will provide direction to Ms. Moore as to content and format.

Adjournment: Meeting is adjourned at 12:12

Upcoming Meetings:

- The next Regular Meeting is scheduled for February 18, 2016 at Bay Bluffs- Emmet County Medical Care Facility at 10:00a.m. in the Bay Bluffs Conference Room.

2-18-16

Date

2/18/16

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.