



**Bay Bluffs – ECMCF**  
Emmet County Department of Human Services Board  
Board Meeting Minutes  
December 18, 2014

Marie Wayman, Board Vice-Chair, called the meeting to order at 10:03 a.m. at Bay Bluffs – ECMCF in the Conference Room.

**Board Members Present:** Marie Wayman  
Mary Horan

**Board Member Absent:** Liz Horrom

**Staff Present:** Lisa Ashley, Administrator  
Michael Greer, Chief Financial Officer  
Kristen Moore, Administrative Assistant  
Kathy Abbott, Esq., Civil Counsel  
Sonja Bosley, Director of Nursing  
Karen Gauden, Assistant Director of Nursing

**Staff Absent:** None

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

**Others Absent:** None

**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. Horan supported the motion. The motion carried by consensus.**

**Minutes:**

**Ms. Wayman motioned to approve the meeting minutes from the November 20, 2014 meeting. Ms. Horan supported the motion. The motion carried by consensus.**

**Leadership Presentations**

- Ms. Ashley gave an overview of the CMS 5 Star Quality Rating System, including factors that contribute to the star rating, and the pro and cons of the star rating system. She also explained the Facility's current star rating, and explained the specific factors that contributed to that rating.

**Administrator's Report:**

- **Operational Dashboard**

- **2014 Annual Survey Follow Up**-Ms. Ashley reviewed the citations received on the Annual Survey with The Board, and shared that the Plan of Correction had been accepted by the State.
- **Strategic Goals/Special Projects**
  - **Implementation of Quality Assurance/Performance Improvement Program:** Ms. Ashley presented the draft QAPI Committee Charter and explained the organizational structure of the committee.
  - **Bay Bluffs Fund:** Ms. Ashley presented an overview of the Bay Bluffs Fund to The Board. There was discussion regarding the role of The Fund, as well as various filing deadlines.
  - **Emerging Issues:** Ms. Ashley mentioned that the facility is looking in to how to best handle advanced care planning.

**Emmet County Update:**

- Mr. MacInnis updated the Board on recent events at the County Commissioners' meetings. He thanked The Board for attending the Commissioners' Administrative meeting, and mentioned that their attendance was appreciated by the Commissioners. Mr. MacInnis stated that the Board of Commissioners would be voting to approve the County budget, which included the Bay Bluffs budget at their next meeting.

**Chief Financial Officer's Report:**

- **Financial Dashboard**
  - **November 2014 Cash Report:** The cash report for the month ending November 30, 2014 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.
  - **October 2014 Financial Report:** The financial report for the month ending October 31st 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. Horan supported. Voice vote taken, motion carried by consensus.**

- **Payables:**

The December payables presented today were reviewed and approved for the period ending December 18, 2014 as follows:

12/2/2014:	\$85,538.79
12/18/2014:	<u>\$541,892.77</u>
Total:	\$627,431.56

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

- **Contracts:**

- **PrimeSource:** Ms. Gauden discussed the need to change the ancillary services provider used by the facility, and explained that PrimeSource had been selected to be the new ancillary services provider. After discussion, **Ms. Wayman motioned to approve the contract with PrimeSource. Ms. Horan supported the motion. Roll call votes taken: Marie Wayman (YES), Mary Horan (YES), Liz Horrom (ABSENT). Motion carries.**
- **Lippincott Online Clinical Policies/Procedures:** Ms. Gauden presented a new clinical education and training resource to The Board. She explained the advantages, and that the program will cost \$6,600.00 per year. **Ms. Wayman motioned to approve the Lippincott contract in the amount of \$6,600.00 for one year. Ms. Horan supported. Roll call votes taken: Marie Wayman (YES), Mary Horan (YES), Liz Horrom (ABSENT).**

**Old Business:**

- **Confirmation of Recording Secretary:** Ms. Moore was confirmed by consensus as the Recording Secretary for The Board.

**New Business:**

- **MCSSA:** Ms. Horan discussed MCSSA dues, and how some area facilities are withholding dues.
- **Holiday Meals:** Ms. Wayman discussed how she had been approached by a few community members that are unhappy with the way that the Facility has handled holiday meals this year. These people were unhappy with the decision to have a holiday party a few days before the respective Thanksgiving and Christmas holidays in lieu of allowing family members to purchase holiday meals on the day of the holiday. Ms. Ashley and Mr. Greer explained the rationale behind the decision, and also explained that a satisfaction survey is planned to gather input from residents, staff and family members.

**Public Comment:** None.

**Recap & Summary:** Leadership presentations will begin at the next meeting, and The Board would like to see Dr. Blanchard included in those presentations. Ms. Moore will include the DHS meetings on the Public Notice for 2015.

**Adjournment:** Meeting is adjourned at 12:03 pm

**Upcoming Meetings:**

- Next Emmet County DHS Board Meeting will be **Thursday, January 15, 2015**, at Bay Bluffs at 9 a.m. for approving financials and at 10 a.m. for the regular Board Meeting.

1/15/15  
Date

Mary Horan  
Mary Horan, Board Chairperson

1/15/15  
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.