



Bay Bluffs – ECMCF
Emmet County Department of Human Services Board
Board Meeting Minutes
November 19, 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

Board Member Absent: Marie Wayman

Staff Present: Kristen Moore, Administrative Assistant
Lisa Ashley, Administrator
Kathy Abbott, Esq., Civil Counsel
Karen Gauden, ADON

Staff Absent: Michael Greer, Chief Financial Officer

Others Present: Charlie MacInnis, Liaison to Board/County commissioner
Don Cohen, CEO, Arbor Associates

Others Absent: None

Guest(s)/Others Present: None

Consent Agenda: The consent agenda included the meeting agenda, and the minutes from the October 15th meeting. Ms. Horrom motioned to approve the consent agenda. Ms. Horan supported the motion. The motion carried by consensus.

Leadership Presentation:

- Mr. Cohen presented the results from the Family Satisfaction Survey conducted earlier in the year. He shared with the Board different metrics used, and samples of questions asked in the survey.

Administrator’s Report:

- **Operational Dashboard**
 - None

- **Strategic Goals/Special Projects**

- **2015/2016 Strategic Goal Update**

- Ms. Ashley presented an agenda format draft that would tie discussion issues in with specific strategic goals, as had been requested by Ms. Wayman at the October meeting. She also presented the Board with a draft organizational chart, showing residents and their families at the center, with various teams making up a circle around them, rather than the traditional hierarchical organizational chart that had been used in the past.
 - Ms. Ashley discussed progress on the strategic goals, and presented the Board with an updated to the QAPI Program Plan and Policies. She proposed creating a Quality Department within the facility, with Karen Gauden as the Department Head. Ms. Ashley requested that the Board approve this plan and the creation of the Department as proposed. **Ms. Horrom motioned to approve the plan as proposed. Ms. Horan supported. No further discussion, motion carried by consensus.**

- **Emerging Issues**

- **None**

Emmet County Update:

- **No report.**

Chief Financial Officer's Report:

- **Financial Dashboard**

- **October 2015 Cash Report:** The cash report for the month ending October 31, 2015 was distributed in the packets. Ms. Ashley reviewed and explained the report to the Board.
 - **September 2015 Financial Report:** The financial report for the month ending September 30, 2015 was included in packets as well. Ms. Ashley 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 November payables presented today were reviewed and approved for the period ending November 19, 2015 as follows:

10/29/2015: \$137,645.00

11/9/2015: \$24,237.38
11/19/2015: \$194,084.67
Total: \$355,967.05

Ms. Horrom motioned to approve and pay the bills as reviewed by the Board. Ms. Horan 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.

○ **Capital Expenditures**

- Ms. Ashley presented the Board with a contract from a new pharmaceutical company, Hometown Pharmacy. She explained the reasons for contracting with a new company, and explained some problems with the current company. She asked the Board to approve the contract, subject to Ms. Abbott's review. **Ms. Horrom motions to approve the contract, subject to Ms. Abbot's review. Ms. Horrom supported; no further discussion. Roll call votes taken: Marie Wayman (ABSENT), Mary Horan (YES), Liz Horrom (YES). Motion carries.**
- Ms. Ashley presented the Board with a proposal from Common Angle for cloud based data back-up, and explained the necessity of such a service. She requested that the Board approve the contract, subject to Ms. Abbot's review. **Ms. Horrom motions to approve the contract, subject to Ms. Abbot's review. Ms. Horan supported; no further discussion. Roll call votes taken: Marie Wayman (ABSENT), Mary Horan (YES), Liz Horrom (YES). Motion carries.**

Old Business:

Bay Bluffs Fund- Ms. Ashley informed the Board that she would like to see the Bay Bluffs Fund Board in place by January. She requested that the Board members nominate one of themselves to sit on the Fund Board, and also that they request the County Commissioners appoint one member as well. Discussion was held and Ms. Horrom nominated Ms. Wayman to serve on the Fund Board, as she has expressed interest in community engagement and outreach. Ms. Horan supported the nomination. More discussion will be held at the December meeting.

New Business:

Change to PTO Policy- Ms. Ashley proposed a change to the current PTO policy. She proposed striking the line of the policy that referred to a maximum carry over of 120 hours, and change it to reflect that the maximum PTO payout is capped at 240 hours. She explained that this would allow employees more flexibility, and wouldn't put employees in the situation of losing PTO hours that they had earned because they weren't able to use all of their banked PTO time over 120 hours. She explained that some employees carry over PTO to use during planned surgeries and medical leaves. There was discussion amongst the Board, and it was decided to table the discussion and vote until the December

meeting, when Mr. Greer would be available to answer questions related to what has been done historically, and how it may impact facility finances.

Administrator/Executive Annual Evaluation Plan- The Board requested that Ms. Ashley and Ms. Moore attempt to locate the previously used evaluation forms so that they could use them for Ms. Ashley's evaluation. Ms. Ashley informed the Board that she would check with Mr. Greer and with Human Resources to see if those forms had been retained.

Public Comment: None.

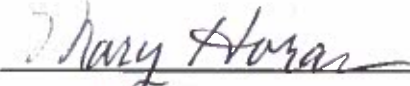
Recap & Summary: 1. Ms. Moore and Ms. Ashley will attempt to locate formerly used evaluation forms.
2. Discussion will continue as to the Fund Board and the PTO policy.

Adjournment: Meeting is adjourned at 12:05 pm

Upcoming Meetings:

- The next Regular Meeting is scheduled for December 17, 2015 at Bay Bluffs- Emmet County Medical Care Facility at 10:00a.m. in the Bay Bluffs Conference Room.

12/17/15
Date



Mary Horan, Board Chairperson

12/17/15
Date



Kristen R. Moore, Recording Secretary

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