



Bay Bluffs – ECMCF
Emmet County Department of Human Services Board
Board Meeting Minutes
June 16, 2015

Mary Horan, Board Chair, called the meeting to order at 1:31p.m. at Bay Bluffs – ECMCF in the Conference Room.

Board Members Present: Mary Horan
Liz Horrom
Marie Wayman

Board Member Absent: None

Staff Present: Michael Greer, Chief Financial Officer
Kristen Moore, Administrative Assistant
Lisa Ashley, Administrator
Karen Gauden, Assistant Director of Nursing

Staff Absent: None

Others Present: Kathy Abbott, Esq., Civil Counsel

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

Guest(s)/Others Present: None

Agenda: Ms. Horan asked if there were any additions to the agenda. Ms. Horrom motioned to approve the agenda. Ms. Horan supported the motion. The motion carried by consensus.

Minutes:

Ms. Horrom motioned to approve the meeting minutes from the May 21, 2015 meeting, as well as the May 15, 2015 Strategic Planning Session minutes and May 29, 2015 Special Meeting minutes. She requested a correction to the May 21, 2015 minutes- supposed should have been supported. Ms. Wayman supported the motion, subject to the change. The motion carried by consensus.

Consent Agenda

Ms. Ashley presented a summary of the MCMCF Conference that she attended to the Board.

Ms. Horrom also requested a summary of reportable events to be presented at Board meetings going forward.

Leadership Presentation:

- Karen Gauden, ADON- Utilization of Lippincott Clinical Resources
 - Ms. Gauden shared with the Board that the Lippincott program, purchased back in January has been quite useful for staff. In the January-June timeframe, there were 125 inquiries by staff on all shifts, specifically inquiries related to med pass and specific care procedures. There will be a survey in July to get staff input.

Administrator's Report:

- **Operational Dashboard**
 - **Implementation of Experience of Care Survey**
 - Ms. Ashley explained that the survey calls should begin shortly, and that she hopes to have a report to share with the Board at the August meeting.
 - **Monthly Board of Directors Calendar**
 - Ms. Ashley shared that she had created a calendar for the Board, to keep track of when specific actions need to happen on a yearly basis, including items like elections, orientation, budget approval, etc. She asked the Board members for input.
- **Strategic Goals/Special Projects**
 - **Summary of Final Planning Session**
 - Ms. Ashley shared with the Board that the Leadership Team had completed the final strategic planning session, and was continuing to work on finalizing specific action items.
- **Emerging Issues**
 - **Survey Readiness Plan**
 - Ms. Ashley explained that the facility's survey window starts in August, and shared some ways in which the staff was preparing.

Emmet County Update:

- None.

Chief Financial Officer's Report:

- **Financial Dashboard**

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

- **Capital Expenditures**

- None

- **Contracts:**

- Mr. Greer informed the Board that Common Angle has been selected to handle IT services for the facility. He asked the Board to approve their contract. **Ms. Wayman motioned to approve the contract for Common Angle IT Services. Ms. Horrom supported. Roll call vote taken: Mary Horan (YES), Marie Wayman (YES), Liz Horrom (YES). Motion carries.**

Old Business:

None

New Business:

- **Freedom of Information Act Changes**

- Ms. Abbott informed the Board of impending changes to the Freedom of Information Act, which will be in effect as of July 1, 2015. **Ms. Wayman motioned to approve the Freedom of Information Act policy presented by Ms. Abbott. Ms. Horrom supported. Voice vote taken, motion carried by consensus.**

- **Legal Update**

- Ms. Ashley informed the Board that a resident family is pursuing remediation for a 2013 incident. The organization's insurance company is working on our behalf. 4 current and 2 former employees are being deposed.

Public Comment: None.

Recap & Summary: Reminder, the Greenhouse Visit is taking place June 18th. Reminder, the July and August meetings will be held in the Administrator's office.

Adjournment: Meeting is adjourned at 3:13 p.m.

Upcoming Meetings:

- The next Regular Meeting is scheduled for July 16, 2015 at Bay Bluffs- Emmet County Medical Care Facility at 10:00 a.m...

7-16-15
Date

7/16/15
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.