



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

Mary Horan, Board Chair, called the meeting to order at 10:02 a.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

Staff Absent: None

Others Present: Kathy Abbott, Esq., Civil Counsel
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. Horrom supported the motion. The motion carried by consensus.

Minutes:

Ms. Horrom motioned to approve the meeting minutes from the June 16, 2015 meeting. Ms. Wayman supported the motion. The motion carried by consensus.

Leadership Presentation:

- Ms. Ashley gave the Board an update on the CENA training program, and the partnership with CharEm Intermediate School District. The program is being put on by Bay Bluffs, CharEm ISD, and a state organization, MCTI. There are 12 students in the program, and 2 instructors.

Administrator's Report:

- Operational Dashboard

- **QAPI Program Update**
 - Ms. Ashley updated the Board on the QAPI program.
- **Reportable Incidents**
 - Ms. Ashley informed the Board that there had been 8 reportable incidents in the past quarter, but none that resulted in a citation. She also discussed that she was creating a work plan to track incidents and patterns, if any were to develop.
- **Strategic Goals/Special Projects**
 - **Five Star Customer Experience Program**
 - Ms. Ashley explained to the Board that she wanted to develop a culture in which residents, family members and staff were comfortable coming forward with feedback, positive or negative. She shared some of the ways that she hoped to develop the program.
 - **Strategic Plan Implementation**
 - Ms. Ashley informed the Board that the Leadership Team was finalizing goals and objectives in the Strategic Plan. There would be an internal launch of these goals and objectives in September, and an external launch in October.
 - **Logo Approval**
 - Ms. Ashley asked the Board to approve a new logo. **Ms. Horrom made a motion to approve the 2nd logo option. Ms. Wayman supported the motion. Motion carried by consensus.**
- **Emerging Issues**
 - **None**

Emmet County Update:

- Mr. MacInnis shared with the Board that Emmet County was putting together a survey on public transit.

Chief Financial Officer's Report:

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

- **May 2015 Financial Report:** The financial report for the month ending May 31, 2015 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. Horrom supported. Voice vote taken, motion carried by consensus.

- **Payables:**

The July payables presented today were reviewed and approved for the period ending July 16, 2015 as follows:

| | |
|------------------|---------------------|
| 6/30/2015: | \$221,736.54 |
| 7/10/2015: | \$51,258.46 |
| <u>7/16/2015</u> | <u>\$110,818.40</u> |
| Total: | \$373,813.40 |

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.

- **Capital Expenditures**

- **Nurse Aide Recruitment Plan**

- Mr. Greer explained an incentive based nurse aide recruitment plan to the Board and asked for their approval. **Ms. Horrom motioned to approve the plan as presented. Ms. Wayman supported; no further discussion. Roll call votes taken: Marie Wayman (YES), Mary Horan (YES), Liz Horrom (YES). Motion carries.**

- **Contracts:**

- **None**

Old Business:

None

New Business:

- **Board Rules of Procedure- Consent Agenda**

- Ms. Abbott explained to the Board that they needed to amend their Rules of Procedure in order to allow for the Consent Agenda that had previously been discussed. **Ms. Wayman motioned to amend the Board's Rules of Procedure to allow for the use of a Consent Agenda. Ms. Horrom supported; no further discussion. Motion carries by consensus.**

Public Comment: None.

Recap & Summary: Ms. Horrom requested that Ms. Ashley

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

Upcoming Meetings:

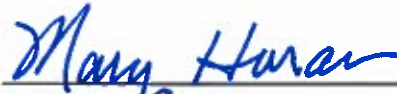
- The next Regular Meeting is scheduled for August 20, 2015 at Bay Bluffs- Emmet County Medical Care Facility at 10:00 a.m.

8/20/15

Date

8/20/15

Date



Mary Horan, Board Chairperson



Kristen R. Moore, Recording Secretary

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