



Emmet County Department of Health & Human Services Board
Board Meeting Minutes
Thursday September 15, 2022

Carol Hansen, Board Chair, called the meeting to order at 10:17 am at the Harbor Springs Airport Conference Room (8350 M-119, Harbor Springs).

Board Members Present: Carol Hansen
Manny Cordova

Board Members Absent: Gayle Mroczkowski

Staff Present: Lisa Ashley, Administrator
Sonja Bosley, Director of Nursing
Jessica Berg, Human Resources Director
Kathe Shaw, Director of Skilled Services

Others Present: Vicki Ulrich, DHHS
Charlie MacGinnis, Emmet County Commissioner

Staff Absent: Jim Connaughton, Chief Financial Officer

Guests Present: None

Consent Agenda:

Manny Cordova motioned to approve the consent agenda, Carol Hansen supported, no further discussion and **motion carried unanimously.**

DHHS/ Bay Bluffs Board Chairwoman's Report: Carol Hansen advised the Board that she had just attended the MCSSA Conference. Carol gave a brief update on some of the topics covered at the conference, including the foster care system and the MYOI. There were presentations made at the conference by former foster children as well as a couple of young ladies who were foster children and are now involved in MYOI. It was a very good conference. Discussion was held regarding the need for more discussion at this conference regarding county nursing facilities.

Finance Report:

July 2022 Finance Report: The financial report for the month of July 2022 was included in the Board packets. Lisa Ashley presented the July 2022 Financial Report. Discussion was held regarding the financials and the census. Motion to Approve the July 2022 Financial Report: **Motion by Manny**



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Cordova, support by Carol Hansen to approve the July Financial Report. Roll Call Vote: Manny Cordova (YES), Carol Hansen (YES). Motion Carried

- **Accounts Payable:** The payables presented were approved for the period ending August 2022 in the amount of \$311,474.79. **Gayle Mroczkowski motioned to approve the payables as presented. Carol Hansen supported. Roll Call vote: Ms. Hansen (YES), Ms. Mroczkowski (YES). Motion carried.**

Discussion was held regarding the cost of the dietician and the travel costs for the dietician and how we may be able to mitigate or reduce these costs.

- **Contracts:**

PMP Service Contract: Lisa Ashley advised that this contract is for resident assistants. If the candidates meet all of our requirement, they will be retained as a contract labor through PMP for 90 days and after that, if they are interested and we are satisfied with their performance, they can become regular employees. It cost Baybluffs nothing up front and is a good way to get new people interested in working in a care facility, who have not already been burned out by working in the medical field, during a pandemic. **Motion by Manny Cordova to approve the contract, supported by Carol Hansen. Roll Call vote: Ms. Hansen (YES), Ms. Mroczkowski (YES). Motion carried.**

- Medline Skin Health Solutions Program Agreement: Lisa Ashley advised that Baybluffs has worked with Medline and purchased products and supplies from them for quite some time. Skin health is a huge issue for residents and we have a 5-star skin integrity system. Our residents do not have bedsores or other skin problems because we use the Medline Skin Health Program. Ms. Ashley requested approval from the board to move forward with signing a contract with Medline that will provide education to ensure that we are using the products correctly. Sonja Bosley added that this is another avenue to make sure that the correct products are being used for the correct purposes. This education will be offered for nurses and CENAs. Sonja advised that Baybluffs is already doing much of this but, she is most excited about the additional education. **Motion by Carol Hansen, supported by Manny Cordova to authorize Lisa Ashley to proceed with signing the Agreement with Medline Skin Health Solutions. Roll Call: Manny Cordova (YES), Carol Hansen (YES). Motion Carried.**



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- **PointClick Care Addendum – Secure Conversations:** Lisa Ashley advised the board that this is a platform where staff can have confidential conversations with each other regarding the health and care of residents. Ms. Ashley explained that this is part of our electronic medical package and is updated to meet our cyber security requirements. **Motion by Carol Hansen, supported by Manny Cordova to authorize Lisa Ashley to sign the PointClick Care Addendum. Roll Call: Manny Cordova (YES), Carol Hansen (YES). Motion Carried.**
- **Capital Expenditures:** None

Pandemic Response and Recovery Report: Lisa Ashley advised the Board that currently Jim Connaughton is quarantining. Two (2) staff tested positive last week and one (1) resident tested positive. The resident is doing well and remains in isolation although, they did test negative today.

New Business:

Strategic Planning Employee Retention/Recruitment: Lisa Ashley presented some rough outlines.

- Baybluffs is working with PMP to recruit new employees.
- Stay Interviews: We are conducting “stay” interviews. These interviews are 15-20 minute conversations with employees about why they are staying at Baybluffs, despite the challenges. We have received some positive feedback.
- MDHHS Retention, Recruitment, Training Grant: We have applied for funding to implement a transportation stipend and reimbursement for our success coach.
- Leadership Training: The purpose of this training is to refocus on employee recognition, and employee relationships; scheduled for 9/21 and 9/28.
- Townhall Meetings: Scheduled for October to provide updates for all staff regarding strategic planning assumptions and strategic priorities.

Capital Millage YTD Report: Lisa Ashley provided a handout to the Board, stating that things are underway: Painting, Flooring, and Plumbing which includes shut off valves, water softener, boiler, and two (2) new bathtubs. Anything not done in 2022 will roll into 2023.

CMS Regulator Updates: Lisa Ashley provided a handout to the Board, from DHHS/CMS Quality, Safety and Oversight Director. For the most part these are not new. However, Policy and protocols are being updated and reviewed.

Old Business: Lisa Ashley provided an update on the Resident Dining Room Project and gave the Board a handout of the Architect’s Field Report: No. 008. They are trying to bring resolution to the flooring and countertop issues.



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Public Comment: None

Recap & Summary: Carol Hansen

- We approved the PMP Service Contract;
- We authorized Lisa to proceed with the Medline Skin Health Solutions Agreement;
- We authorized Lisa to proceed with the PointClick Care Addendum;
- We heard an update from Lisa regarding the Pandemic report, Employee Retention, and recruitment, the Capital Millage YTD Report and the CMS Regulatory Updates;
- We received an update on the Dining Room Project

Adjournment: Motion by Manny Cordova and supported by Carol Hansen to adjourn the meeting. No further discussion. All voted "Aye". Motion carried. Regular Meeting adjourned at 11:16 am.

Upcoming Meetings:

- The next Regular Meeting is scheduled for October 20, 2022, in the Harbor Springs Airport Conference Room at 10 a.m.

10/20/22
Date



Carol Hansen, Chairperson

10/20/22
Date



Vicki Ulrich, Recording Secretary

Copies to: Gayle Mroczkowski, Carol Hansen, Manny Cordova, Charlie MacInnis, Lisa Ashley, and Jim Connaughton.