



Emmet County Department of Health & Human Services Board
Board Meeting Minutes
Thursday June 16, 2022

Gayle Mroczkowski, Board Chair, called the meeting to order at 10:02 am at the Harbor Springs Airport Conference Room (8350 M-119, Harbor Springs).

Board Members Present: Gayle Mroczkowski
Carol Hansen Via Zoom
Manny Cordova

Board Members Absent: None

Staff Present: Jim Connaughton, Chief Financial Officer
Lisa Ashley, Administrator

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

Staff Absent: None

Guests Present: None

Consent Agenda:

Manny Cordova motioned to approve the consent agenda. Gayle Mroczkowski supported, no further discussion and motion carried unanimously.

DHHS/ Bay Bluffs Board Chairwoman's Report: Ms. Mroczkowski welcomed Jim Connaughton, Bay Bluff's new CFO. Ms. Mroczkowski reported that she and Lisa spoke briefly about strategic planning this morning and they will be getting together to work on this soon. At the DHHS meeting this past Tuesday, Grandvue reported that their census is at 76 and they have a new 3-year contract with their Director, Joe Taylor, which they are pleased about. Gayle advised the Board that she participated in the punch list walk-through, which was horrible and advised that Lisa will be reporting on this later in this meeting.

Pandemic Response and Recovery Report:

Regulatory Updates: Lisa Ashley provided a brief written summary to the Board. Ms. Ashley reported that the CDC updated what it means to be "up to date" with Covid vaccines for those over 50 years of age. Bay Bluffs will be hosting a booster clinic on June 15th for residents and staff.



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Bay Bluffs reports all Covid testing to the CDC as well as the State of Michigan. Data validation for 12-month period is underway to confirm Covid Cases in both staff and resident population.

In 2022, 47 employees have tested positive and 21 residents. Two residents died while in Covid isolation and 2 have died post-Covid isolation.

Bay Bluffs welcomed the state of Michigan Infection Prevention, Resource and Training team to the building on May 12.

In addition, the Infection Preventionist and Medical Director have been working on a root cause analysis of the resident outbreak with the Superior Health Quality Improvement Organization (contracted through CMS).

All Staff continue to test for Covid twice per week at the start of shift or if any new symptoms of illness occur. Currently we have two employees out with Covid.

Impact of Pandemic on Census, Staffing, Overall Operations:

Census: No new changes to census or capacity at this time. The unavailable Bed Plan has been renewed to maintain 85% occupancy requirements.

Staffing: CENA class is scheduled for June 20 with 9 students enrolled. Bay Bluffs hopes to have at least 4 of those join our team. Industry wide staffing continues to be a struggle. It seems that when we gain a staff member, we lose one and cannot seem to get ahead.

Discussion was held regarding the lack of housing in the area, the impact that has on staffing and some of the things that are being considered and changed at the county level to try to meet the housing need. Lisa advised that Bay Bluffs is working hard to re-build moral and keep staff, but it is difficult and is going to take some time as everyone is burned out and exhausted.

Discussion was held regarding compensation and compensation increases that have been implemented during the Covid pandemic. The good news – in our audit under the employee retention credit – we have booked in our Audit for 2021– 3.1 million dollars. Ms. Ashley advised that It is going to take some time for us to go from pandemic stage to end-demic stage.

Chief Financial Officer's Report

Introduction: Jim Connaughton introduced himself and stated that he is very happy to be back in Northern Michigan. Mr. Connaughton wanted to give a big shout-out to Mike Greer for all his hard



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work on the employee retention “gift” that Bay Bluffs will be receiving in about 6-9 months. Mr. Connaughton advised the Board that this will not show up on financial statements until later.

April 2022 Finance Report: The financial report for the month of April 2022 was included in the Board packets. Jim Connaughton reviewed and explained this report to the Board. Mr. Connaughton explained that the facility’s net loss year-to-date is primarily attributable to the census decline. The facility has yet to receive the quarterly CPE that was budgeted in the amount of \$50,000. The facility also paid one of the quarterly debt payments early, resulting in an additional \$25,000 in expense. The net loss trend will continue unless new Covid funds are received. The facility has engaged Plante Moran to assist with filing for Employee Retention Cred (ERC) funds and is anticipating receipt of those monies in 2022. The amount of that funding has been finalized as of the date of these financials. It is important to note that the facility does have the cash to cover all losses at this time. Discussion was held regarding the 85% rule and what that looks like for 2022. Current census is 65. **Motion by Mr. Cordova to approve April Financial Report, supported by Ms. Mroczkowski. Roll Call vote: Mr. Cordova, (YES), Ms. Mroczkowski (YES). Motion carries.**

- **Payables:** The payables presented were approved for the period ending May 2022 in the amount of \$273,361.39. **Ms. Mroczkowski motioned to approve the payables as presented. Mr. Cordova supported. Roll Call vote: Mr. Cordova, (YES), Ms. Mroczkowski (YES). Motion carries.**
- **Contracts:** None
- **Capital Expenditures:** None

New Business:

ADA Complaint Policy: Ms. Ashley related to MDOT and vehicle purchases. The Policy has been updated to include reasonable accommodations for people. We are required by MDOT to have this policy in place. The Policy was provided to the Board for Review. **Motion by Ms. Mroczkowski, supported by Mr. Cordova to approve the ADA complaint policy as presented. Roll Call vote: Mr. Cordova, (YES), Ms. Mroczkowski, (YES). Motion carries.**

Old Business:

Update on Resident Dining Room Project: Ms. Ashley advised the Board that she met with Katie Juno and Dave Boyer and had a very positive discussion on how they will be proceeding in the future. Katie Juno plans to oversee future projects. The punch list meeting was very difficult and much of the problems were very visible. The architect acknowledged and reinforced the inefficiencies and defects.



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It was an honest meeting and having the county take on the responsibility of overseeing future projects was a good outcome. Ms. Ashley advised that she directly asked how much of the delay and problem was going to be put on Bay Bluffs. Ms. Ashley explained that Bay Bluffs chose and purchased some of the equipment and then there was a subsequent change in one particular piece of equipment, which is still not installed. Lisa advised the Board that it was determined that the one piece of equipment Bay Bluffs owns is not holding up anything right now due to the many other problems. Therefore, Bay Bluffs cannot be held responsible for any of the delay.

Audit Update: Ms. Ashley advised the Board that she is hoping to get Plante Moran scheduled to come to the Board meeting next month to present the audit.

Public Comment: None

Recap & Summary:

- The audit will be presented at next the meeting.
- Charlie MacGinnis and Gayle Mroczkowski went through the Calendar for rest of year to make sure that all of the Board Meetings are put on the Airport Conference Room Calendar through December, 2022.

Adjournment: Mr. Cordova motioned to adjourn. Ms. Mroczkowski supported, no further discussion. Motion carries. Regular Meeting adjourned at 11:39 am.

Upcoming Meetings:

- The next Regular Meeting is scheduled for July 21, 2022, in the Harbor Springs Airport Conference Room at 10 a.m.

7-21-22
Date

7-21-22
Date


Gayle Mroczkowski, Chairperson


Vicki Ulrich, Recording Secretary

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