



Emmet County Department of Health & Human Services Board
Board Meeting Minutes
Thursday, September 21, 2023

Carol Hansen, Chairperson, called the meeting to order at 8:00 am at the Harbor Springs Airport, Harbor Springs, MI.

Board Members Present: Carol Hansen
Craig Lively
Manuel Cordova

Board Members Absent: None

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

Staff Absent: None

Others Present: Vicki Ulrich, DHHS
Don Mapes, Emmet County Commissioner

Consent Agenda:

Lisa Ashley advised the Board that she had received the MDOT Title 9 Plan and would like to Amend the Agenda to include this item for the Board's consideration. Craig Lively motioned to approve the Amended Consent Agenda, Manuel Cordova supported, no further discussion and **motion carried unanimously.**

DHHS/Bay Bluffs Board Chairwoman's Report: Carol Hansen

Carol Hansen reported that she was not present at the DHHS Board this past Tuesday. Craig Lively advised that at the DHHS Board meeting, there was discussion about APS (Adult Protective Services) and the need for funding. Mr. Lively reported that there was also a short tour of the office renovations that are taking place at the DHHS office. Carol Hansen reported that she attended the MCSSA conference on September 11th and 12th. Ms. Hansen advised that a Professor from MSU did a presentation on the different generations, which was very interesting. The point was to help people understand, in your daily interactions with people, why there are such differences. There was also a Native American who spoke on the effects of world events and the impact on Native Americans. She really enjoyed it and liked the philosophy. Carol talked about some of the other presentations and activities that took place at the MCSSA Conference.



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Finance Report:

Monthly Financials July 2023:

Jim Connaughton covered the Footnotes and Variance Analysis, which included the Cash on Hand, Accounts Receivable, Occupancy, Room & Board, Staff Openings, and the Waiting List. Mr. Connaughton reviewed the Financial Summary with the Board, including cash on hand, Revenue YTD, Expenses YTD and fixed assets.

Motion by Manuel Cordova, supported by Craig Lively to accept the Financial Report for July 2023. **Roll Call Vote: Mr. Cordova, YES. Mr. Lively, YES, Ms. Hansen, YES. Motion Carried.**

Accounts Payable: The payables presented were approved for the period ending September 2023 in the amount of \$275,293.72. Motion by Manuel Cordova, supported by Craig Lively to approve the September 2023 Accounts Payable Report as presented. **Roll Call Vote: Mr. Cordova, YES. Ms. Hansen, YES. Mr. Lively, YES. Motion Carried.**

Contracts: None

Capital Expenditures: None

New Business:

Quality Assurance/Performance Improvement Plan Review: Lisa Ashley advised that we are required to have a detailed plan of how we monitor quality of services and what might be high risk for residents or staff. This plan details that information. Lisa explained that the responsibility and authority for our QAPIP rests with the Board of Directors and is delegated to her by the Board. Lisa reviewed the plan briefly with the Board. Motion by Carol Hansen, supported by Manuel Cordova to approve the Quality Assurance/Performance Improvement Plan as presented. All voted "Aye". **Motion Carried.**

MDOT Title 6 Plan: Lisa Ashley explained to the Board that this is a "boiler plate document" that we are required to have in place and update every couple of years to continue receiving funds from MDOT for our buses that serve our resident population. Ms. Ashley gave an overview of the Plan to the Board, explaining that we are part of a 5310 program, which means that we serve Seniors and the disabled. MDOT funds help with purchasing the vans and reimbursement for gas but not maintenance. Motion by Manuel Cordova, supported by Carol Hansen to approve the MDOT Title 6 Plan as presented. All voted "Aye". **Motion Carried.**



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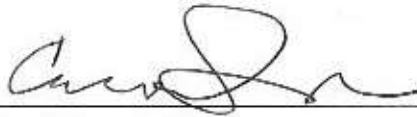
Meeting Recap: Carol Hansen:

Today we approved our monthly financials, accounts payables, quality assurance program and the MDOT Title 6 plan and we set our meeting time for the strategic planning meeting for 11/16/23 at 8:00 a.m.

Adjournment: Motion by Manuel Cordova, supported by Craig Lively to adjourn the meeting at 9:48 a.m. All voted "Aye". **Motion carried.**

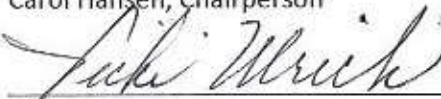
Upcoming Meetings: The next Regular Meeting is scheduled for October 19, 2023, at the Bay Bluffs – Emmet County Care Facility in Harbor Springs, MI at 8:00 a.m.

10/25/23
Date



Carol Hansen, Chairperson

10/26/23
Date



Vicki Ulrich, Recording Secretary

Copies to: Carol Hansen, Manny Cordova, Craig Lively, Lisa Ashley, and Jim Connaughton.



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Old Business:

Covid Outbreak Update – September

Lisa Ashley reported that Bay Bluffs currently has two (2) residents in one neighborhood and one (1) resident in another who are positive. Currently there are no positive staff members. Everyone is wearing a mask currently and the staff have been great about self-reporting symptoms, testing, staying home and wearing masks. The good news so far is that symptoms have been mild.

Census, Staffing, overall Operations: Lisa Ashley spoke briefly about the Census, new residents/patients coming in and working through some challenges with McLaren Hospital.

We did have to terminate one staff member who had been on a disciplinary plan and could not make it work and two staff members resigned their positions.

Applications continue to increase. We had 24 applicants, 4 CENA and 3 RN and 17 RA applicants with 13 of those being viable candidates. There were 3 total hires for the month, 1 CENA, 1 LPN and 1 RA.

Work Force Capacity Building Campaign Update: Lisa Ashley gave an update, advising that the Campaign is going well. Ms. Ashley advised that she has some updates from Michele at Nickel Design and suggested we have Michele come and speak to the Board. Ms. Ashley will work on getting this scheduled.

Work in Progress Update – 9/11/23: Lisa Ashley advised that A renovation schedule is in place. Ms. Ashley reviewed the Work-in-Progress report with the Board and advised that she is working with Common Angle right now to try to figure out why there is wireless connectivity in some parts of the building and not others. This is an issue that is going to have to be updated before we can update phones, alarms and other digital equipment. Common Angle created a map of the building to show where there is wireless signal and where there isn't. Discussion was held regarding the process of getting bids and trying to get the best price.

Strategic Planning and 2024 Budget Development: Lisa Ashley provided a proposed Agenda for the Strategic Planning Session. Ms. Ashley informed the Board about who the Facilitators will be and what they bring to the table. Discussion was held regarding the proposed meeting date. It was decided that a good day for the meeting would be Thursday, Nov. 16, 2023 at 8:00 a.m. at the Airport, following the Board meeting, which will begin at 7:00 a.m.