



Emmet County Department of Health & Human Services Board
Board Meeting Minutes
Thursday, March 23, 2023

Carol Hansen, Chairperson, called the meeting to order at 9:55 am at the Harbor Springs Airport Conference Room (8350 M-119, Harbor Springs).

Board Members Present: Carol Hansen
Craig Lively

Board Members Absent: Manuel Cordova

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

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

Staff Absent: None

Guests Present: None

Consent Agenda:

Craig Lively 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

Carol Hansen reported that she has not had a DHHS Board Meeting, since the last Bay Bluffs Board Meeting, so there are no new updates to report at this time. Lisa Ashley stated that she hasn't talked with Joe Taylor in a bit. They both had tornado drills recently.

Pandemic Response & Recovery Report:

Lisa Ashley advised that since she put this report together, two more employees tested positive for Covid. However, there are no new resident cases. All Covid precautions remain in place, visitors are masked, and staff are masked to protect the resident population.

At the state level they are starting to gear up for the end of the public health emergency, which is slated for May 2023. Hopefully, it will impact some of the reporting, visitation, and other procedural and policy practices. We did receive our infection control grant through the State of Michigan for UV



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sanitizing equipment and a wheelchair washer. The grant was for \$50,000 and the equipment will be paid for through that grant.

We applied for an employee retention grant last fall also however no decisions were made on them. The state has re-opened the applications and we will be submitting for it again. The last state budget plans we saw, still includes dollars for the direct care worker wage enhancements. However, because of reporting requirements, we must account for that in our payroll process differently.

We have not had any significant changes with Census – we are at around 63. Rehab census has been higher than anticipated, at 8 or 9, rather than 5.

We are continuing to work to recruit nurses and nurses' aides. Jess has been very busy with interviews. We should hear back from the college on the start of their LPN program. We do have a nurse aid class scheduled and will have another one in the fall.

Next month there will likely be a lot of regulatory changes that will come through. While May will be the end of the public health emergency, anything can happen. On March 2nd, we had a vaccine booster clinic for residents.

Finance Report:

Monthly Financials January 2023:

Mr. Connaughton advised the Board that we are a little ahead of schedule with regard to the 2022 audit. Auditors will be on site next week and the audit will hopefully be completed by the end of May.

Mr. Connaughton reviewed the Summary Page with the Board, including the Cash on Hand, Accounts Receivable, and Occupancy. Revenue and expenses were discussed. The Balance Sheet was reviewed in detail. The Statement of Operations was also reviewed in detail and discussed.

Motion by Craig Lively, supported by Carol Hansen to approve the Financial Report. **Roll Call Vote: Mr., Mr. Lively, YES, Ms. Hansen, YES. Motion Carried.**

Accounts Payable: The payables presented were approved for the period ending March 2023 in the amount of \$455,635.55. Motion by Craig Lively, supported by Carol Hansen to approve the Accounts Payable Report as presented. **Roll Call Vote: Mr. Lively, YES, Ms. Hansen, YES. Motion Carried.**

Contracts: None

Capital Expenditures: None

New Business:



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Workforce Capacity Building Campaign Update:

Lisa Ashley provided a summary of the minutes from the Strategic Planning Meeting.

- Retention of current staff
- Expansion of team to accommodate more community members in need (15-20 new staff over the next 24 months)
- Maintenance of quality outcomes at or above benchmarks.

Developing a marketing/community education campaign that begins to break the previously held misconceptions regarding living and working in nursing homes, is key to recruiting new employees. The basis for a campaign has been developed and are available for use from the American Healthcare Association (AHCA), called "Careers in Caring", which provides some content and campaign ideas. Additional ideas generated at the strategic planning session include:

- Messaging that breaks the stigma of nursing homes and perceived nursing home culture.
- Rebranding Bay Bluffs as a CARE facility through use of video testimonials, social media, and website updates.
- Create a "timeless" campaign.
- Tell our story, especially recovery from the pandemic, re-engage the community.
- Develop material/messaging for use within high schools and colleges – print and electronic.
- Tell the story of being a nurse's aide – the important work they do for our elders.
- Develop material that supports the partnership with NCMC for the LPN and CENA programs.

Lisa advised she is currently considering working on a campaign with two (2) different companies: Nickel Design, Inc and 2 Fish, LLC.

Discussion was held regarding the potential cost of a campaign and the benefit realized from the investment. It was the general feeling of all that the benefit of a good campaign to recruit and retain employees would outweigh the cost.

Motion by Craig Lively to amend the 2023 Budget to add \$50,000 to the Marketing line item for this campaign, support by Carol Hansen. **Roll Call Vote: Ms. Hansen "YES", Mr. Lively, "YES". Motion Carried.**

Rules of Procedure Annual Review:

Lisa Ashley provided a copy of the Rules of Procedure to the Board and asked the Board to review the same and then at the next meeting, any questions or requests for changes will be addressed.



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Work in Progress Report:


- Lisa Ashley advised the Board that she has a meeting this afternoon with the new County Facilities person, Dave A. – Not Dave B.
- The Trillium dining room is open and the comments from the residents have been very positive. We are not yet fully functional with the kitchenette but, they are working on that. There is still work to be done so the county is working to make sure everything gets done.
- The Lilac dining room is in the cleaning and repair process. There is still a small punch list of things they are working on but, hopefully the Lilac dining room will be open next week.
- New tubs and lifts should be arriving shortly. We continue to work with Ballard's because we have such old plumbing. The county is putting together an RFP for resident room furnishings and then fixtures will be next.
- There is an RFP in development for the walk-in cooler.
- There is an issue with the roof. One of the roof drains over Wildflower has been causing damage to resident rooms and there is work in progress to get that addressed.
- Communication with the county regarding renovation projects is much better than it has been. It feels like things are getting done.
- Updates from the City of Harbor Springs – trees were removed from out in front of the building. The city has a plan to replace the trees. They are also looking at relocating/expanding the bike path that runs along one side of the building. They are looking at expanding it, which would cut into our property line, so Joe is working with and talking to the City and County regarding that.

Adjournment: Motion by Craig Lively and supported by Carol Hansen to adjourn the meeting. No further discussion. All voted "Aye". **Motion carried.** Regular Meeting adjourned at 11:20 a.m.


Upcoming Meetings: The next Regular Meeting is scheduled for April 20, 2023, in the Harbor Springs Airport Conference Room at 10 a.m.

4/27/23
Date

4/27/23
Date



Carol Hansen, Chairperson



Vicki Ulrich, Recording Secretary

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