



**Bay Bluffs – ECMCF**  
Emmet County Department of Health & Human Services Board  
Board Meeting Minutes  
Thursday December 16, 2021

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

**Board Members Present:** Gayle Mroczkowski  
Carol Hansen - via phone  
Manny Cordova

**Board Members Absent:**

**Staff Present:** Michael Greer, Chief Financial Officer  
Lisa Ashley, Administrator

**Others Present:** Charlie MacInnis, Emmet County Commissioner

**Staff Absent:** None

**Guests Present:** Sheri Streeting, Joe Wolschon, Dave Boyer

**Consent Agenda:**

**Mr. Cordova motioned to approve the consent agenda. Ms. Hansen supported, no further discussion. Roll call vote taken: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (ABSENT). Motion carries.**

**DHHS/ Bay Bluffs Board Chairwoman's Report:** Ms. Mroczkowski shared updates from the DHHS meeting on Tuesday including reports that Grandvue is struggling with the same staffing and census challenges that Bay Bluffs is. She recognized the effort being made by each employee to maintain the health and well-being of employees and residents. And recognized the impact of COVID 19 on the overall community.

**County Update:** Mr. Boyer, Assistant County Administrator, joined the meeting to provide an update regarding the ongoing renovation of the resident dining rooms. He reported on the regular meetings and progress dates set by the County which have not been met as negotiated. Mr. Boyer indicated the performance bond was under review due to the extreme delays, not all caused by COVID protocols, that have held up this project. Mr. Boyer also reported that discussion on the use of millage funds has

begun with further meetings planned for January to ensure proper procedures are in place to prioritize and complete work timely. Communication between all parties is key to successful projects in the future. Ms. Mroczkowski expressed concerns that the Board had after walking through the dining rooms and thanked Mr. Boyer for the continued efforts to close these projects timely and with quality work.

**Pandemic Response and Recovery Report:** Ms. Ashley updated the Board on the vaccine mandate, recent increase in staff illness, and impact to staffing. There continue to be few to no new candidates for entry level healthcare positions. Census is being managed to staffing at this time.

#### **Chief Financial Officer's Report**

- **October 2021 Finance Report:** The [financial report](#) for the month of October 2021 was included in packets. Mr. Greer reviewed and explained this report to the Board. **Mr. Cordova motioned to approve the financial report. Ms. Hansen supported. Roll call vote: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.**
- **Payables:** The payables presented were approved for the period ending December 16, 2021 in the amount of \$248,808.90. **Ms. Hansen motioned to approve the payables as presented. Mr. Cordova supported; no further discussion. Roll call vote: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries**
- **Capital Expenditures:** Ms. Ashley presented an update on the status of resident bathing tubs and requested the Board consider supporting the purchase of two (2) replacement tubs and lifts. The PHSACF has made \$10,000 available to Bay Bluffs for this purchase along with an additional \$4,000 in donor designated funds from the Bay Bluffs Foundation. **Based on the report provided, Ms. Mroczkowski made a motion to approve up to \$33,015.34 for purchase of resident bathing tubs and lifts. Ms. Hansen supported. Roll call vote: Ms. Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.**
- **2022 Budget:** Mr. Greer requested that Board members review the 2022 draft budget that was included in their packets. **Based on the revised budget included in the packet , Mr. Cordova made a motion to approve the 2022 operational budget. Ms. Hansen supported. Roll call vote: Ms. Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.**
- **Quarterly Loan Payment:** The Board reviewed the next quarterly loan payment of \$25,000 to Emmet County and with a motion by Mr. Cordova, supported by Ms. Hansen a roll call vote was taken. **Roll call vote: Ms. Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.**
- **Holiday bonus:** Ms. Ashley presented the Board with a special request to provide all staff with a holiday bonus. The Board discussed options and settled on a \$750 bonus for all full time staff, prorated for part time and contingent staff. **Ms. Hansen made a motion to approve a holiday bonus in the amount of \$750, supported by Mr. Cordova. Roll call vote: Ms. Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.**

**New Business:** The 2022 Meeting schedule was presented. The Board discussed the option to swap meeting dates with the DHHS Board to hold Bay Bluffs meetings on the third Tuesday and DHHS on third Thursday. Ms. Ashley will explore this further with Maureen Clore from DHHS.

**Old Business:** None

**Public Comment:** None

**Recap & Summary:** Rules of Procedure will be reviewed at the January meeting based on OMA updates that remove voting options for members present via phone. Ms. Ashley will share vaccine exemption policies with Mr. Cordova per request.

**Adjournment:** Ms. Hansen motioned to adjourn. Mr. Cordova supported; no further discussion. Roll call vote taken: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries. Regular Meeting adjourned at 12:20pm.

**Upcoming Meetings:**

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

8/18/22  
Date

8/18/22  
Date

Gayle Mroczkowski  
Gayle Mroczkowski, Chairperson

Lisa Ashley  
Lisa Ashley, Recording Secretary

Copies to: Gayle Mroczkowski, Carol Hansen, Manny Cordova, Robert Engel, Charlie MacInnis, Lisa Ashley, and Michael Greer.

