



Emmet County Department of Health & Human Services Board
Board Meeting Minutes
Thursday February 17, 2022

Gayle Mroczkowski, Board Chair, called the meeting to order at 10:01am at the Harbor Springs Airport Conference Room (8350 M-119, Harbor Springs).

Board Members Present: Gayle Mroczkowski
Carol Hansen
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: None

Consent Agenda:

Mr. Cordova motioned to approve the consent agenda. Ms. Hansen supported, no further discussion and motion carried unanimously.

DHHS/ Bay Bluffs Board Chairwoman's Report: Ms. Mroczkowski opened with an update regarding Board member travel schedules for the next few weeks, indicating availability in the event of an emergency. She then recognized Mr. Greer whose retirement was announced earlier in the month, thanking him for his dedicated service and important work for the organization over his tenure. Mr. Greer has been with Bay Bluffs for more than 20 years and leaves the organization in sound financial position.

Pandemic Response and Recovery Report: Ms. Ashley updated the Board on the resident condition, staffing, and upcoming orientation for new hires as part of the pandemic response and recovery report.

Chief Financial Officer's Report

- **December 2021 Finance Report:** The [financial report](#) for the month of December 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 February 16, 2022 in the amount of \$226,245.55. **Ms. Hansen motioned to approve the payables as presented. Mr.**



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Cordova supported; no further discussion. Roll call vote: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.

- **Contracts:** None at this time.
- **Capital Expenditures:** None at this time.
- **2021 Bad Debt Write Off:** Mr. Greer presented the Board with a report of the bad debt or uncollectible accounts for the period of January – December 2021. The total amount to be written off via the annual audit process is \$59,663.45. **Ms. Hansen motioned to approve the bad debt write off as presented. Mr. Cordova supported. Roll call vote: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.**
- **Plante/Moran Employee Retention Credit proposal:** Mr. Greer presented the Board with information regarding a CARES Act program, the Employee Retention Credit, that may provide additional financial relief from pandemic related decline in census and staffing. The program was briefly explained along with an engagement proposal from Plante / Moran to provide support for the ERC application process. **Mr. Cordova motioned to approve Ms. Ashley signing the engagement with Plante / Moran to provide support for the ERC program process as presented. Ms. Hansen supported; no further discussion. Roll call vote: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.**

New Business: Ms. Ashley provided a review of the annual facility assessment as required in CMS nursing home regulation. The Board discussed several aspects of the report, including the importance of seeing prior year data compared to current evaluation. Ms. Ashley indicated that currently the Executive Team is reviewing staffing and census weekly as part of the assessment process.

Old Business: Ms. Ashley provided an update on the status of the resident dining room remodel which is that no significant progress has been made at this time. Other capital projects underway include the installation of a new dish machine in the main kitchen and replacement of an oven system and reach in refrigerator.

Meeting schedule and minute taking: The Board discussed the pros/cons of current meeting schedule and determined that dates/times will be left as is for the near future. The Board reviewed PA 280 details regarding the role of the DHHS Director as the recording secretary for the Board and agreed to



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have someone from DHHS attend Bay Bluffs meetings to take minutes. Ms. Ashley will confirm this with Ms. Clore at DHHS.

Rules of Procedure: Recommended edits to the Rules of Procedure were discussed. **Mr. Cordova motioned to approve the edits as presented. Ms. Hansen supported; no further discussion. Motion carried.**

Public Comment: None

Recap & Summary: Rules of Procedure will be signed at the March meeting and progress on recruitment of Mr. Greer's replacement will be provided as the process unfolds.

Adjournment: Ms. Hansen motioned to adjourn. Mr. Cordova supported; no further discussion. **Motion carries.** Regular Meeting adjourned at 11:44am.

Upcoming Meetings:

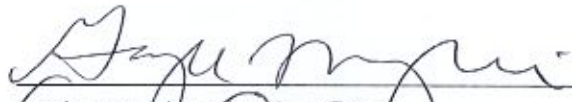
- The next Regular Meeting is scheduled for March 17, 2022 in the Harbor Springs Airport Conference Room at 10 a.m.

8-18-22

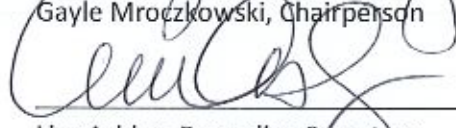
Date

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Date



Gayle Mroczkowski, Chairperson



Lisa Ashley, Recording Secretary

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

