



## Bay Bluffs – ECMCF

Emmet County Department of Health & Human Services Board

Board Meeting Minutes

February 18, 2021

Gayle Mroczkowski, Board Chair, called the meeting to order at 10:00 a.m. via Zoom Video Conference Service

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| <b>Board Members Present:</b> | Gayle Mroczkowski<br>Carol Hansen<br>Manny Cordova                         |
| <b>Board Members Absent:</b>  | None   |
| <b>Staff Present:</b>         | Michael Greer, Chief Financial Officer<br>Lisa Ashley, Administrator       |
| <b>Others Present:</b>        | Robert Engel, Civil Counsel<br>Charlie MacInnis, Emmet County Commissioner |
| <b>Staff Absent:</b>          | Kristen Smith, Executive Assistant   |
| <b>Guests Present:</b>        | Toni Drier, Mike Reeves, Dave Boyer  |

**Consent Agenda:** Ms. Hansen motioned to approve the consent agenda. Mr. Cordova supported the motion. Roll call votes taken: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.

### **DHHS/ Bay Bluffs Board Chairwoman's Report**

- Ms. Mroczkowski updated the Board on roll call votes. Per Mr. Engel's recommendation, all votes during virtual meetings will be roll call votes, as voice votes have the potential to be unclear or challenged. The Letter of Understanding with Emmet County related to insurance and maintenance will be presented and discussed in March. Bay Bluffs received \$1.6 million from the Payroll Protection Program loan. The county is holding a strategic planning session on February 25<sup>th</sup>, and Board members are encouraged to attend. Ms. Ashley is continuing to work with the Bay Bluffs Foundation Board on fundraising and marketing.

### **Pandemic Response and Recovery Report**

- Ms. Ashley reported that nursing homes will likely not re-open until vaccines are widely available, testing is routine, and treatments are widely available. Until those things happen, nursing homes will continue to have restrictions in place, including restricted visitation, employee screenings, continued use of PPE and testing of all staff on a regular basis. Census is currently at 67%. Admissions consist mainly of short term rehab, because people are hesitant to admit their loved ones to long term care with the current restrictions on visitation. Bay Bluffs is operating 4 out of 5 neighborhoods at this time with an average census of 81 residents per day. Staffing levels are adequate for the current census, but will need to be increased in order to accommodate additional long term or skilled rehab admissions. Bay Bluffs is aggressively recruiting CENA and nursing staff, as well as holding CENA training courses. Bay Bluffs received a second deficiency free focused infection prevention survey on December 9, 2020, and continues to be in contact with the local Health Department, MCMCFC, MDHHS and CMS on a weekly basis. Ms. Ashley presented the 2021 Strategic Business Plan, reviewing critical actions necessary to recover from the pandemic. Key elements include regaining short-term rehab census, recruitment of nurses and nurse aides, and stabilizing overall long-term care census contributing to the success of the facility in 2021.

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

- **Financial Dashboard**
  - **December 2020 Finance Report:** The financial report for the month of December 2020 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 January 21, 2020 in the amount of \$456,734.40. **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.**
  - **Accounts Receivable- Year end 2020 Review:** Mr. Greer reviewed past due amounts owed to Bay Bluffs. He believes that \$70,663 will be uncollectable, and recommends writing off that amount as bad debt. He explained that a motion is not necessary, but that the auditors prefer to see that the issue has been discussed with the Board.
  - **Contracts:**
    - **Business Resource Network Renewal:** The Business Resource Network is a partnership with Michigan Works and Networks Northwest. It provides Bay Bluffs with a "success coach" to assist with employees with issues in their personal lives, including transportation, childcare, housing and referrals to other services. The program improves employee retention. **Ms. Cordova motioned to approve the renewal of this agreement. Ms. Hansen supported; no further discussion. Roll call vote: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.**

- **Relias Renewal:** Mr. Greer explained that this was a budgeted expense. Mr. Engel has not reviewed the agreement yet. The item is tabled.
- **ARJO Renewal:** Mr. Greer explained that this was a budgeted expense. Mr. Engel has not reviewed the agreement yet. The item is tabled.
- **Capital Expenditures: Update on County Loan Projects:** Mr. Boyer, Assistant County Administrator, provided a brief update on the status of the dining room renovation projects currently underway at the facility. The projects have been delayed due to the discovery of water damage on the rooftop cupolas. The contractors anticipate completion in early May based on the repairs required.

**New Business:**

- **Open Meetings Act Training:** Mr. Engel provided Open Meetings Act training to the Board Members. Mr. Engel reviewed the requirements for agendas and minutes, and reviewed staff recommendations regarding posting of documents. In relation to meeting minutes, he recommends including the purpose of the agreement in the minutes for each contract presented. He also recommends including any references to specific data in the minutes, based on the 2002 case Kitchen vs. Ferndale City Council. Ms. Ashley explained that some of the requested updates may require updating the Bay Bluffs website capabilities to include enhanced storage. Ms. Ashley, at the request of the Board, will come to a future meeting with recommended edits to the Rules of Procedure that include procedures for posting meeting material which may then guide future website updates. Additional discussion was held regarding the posting of financial statements or links to financial statements within the meeting minutes. **Ms. Hansen motioned to update processes to include links to financials in minutes, and also include a description of motions or contracts that are not obvious within minutes moving forward. Mr. Cordova supported; no further discussion. Roll call vote Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.**

**Old Business:** None

**Public Comment:** Mr. Reaves request that the Board consider further transparency, specifically on access to contracts. He reported that the link to today's meeting agenda on the meeting posting didn't work.

Ms. Drier requested that recordings of zoom meeting be posted and also requested access to the Board packet and other materials.

**Recap & Summary:** The Board will discuss the Letter of Understanding from the County in March. The ARJO and Relias contract renewals will be discussed during the March meeting. The Board and Bay Bluffs

staff will review FOIA policies and Rules of Procedure at the March meeting, and Bay Bluffs staff will look into website capacity and related updates. The county loan payment will be discussed in April. Board members are reminded that the county strategic planning session is on February 25<sup>th</sup>.

- **Adjournment:** Mr. Cordova motioned to adjourn. Ms. Hansen supported; no further discussion. Roll call vote taken: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries. Regular Meeting adjourned at 12:00 noon.

**Upcoming Meetings:**

- The next Regular Meeting is scheduled for March 18, 2021 in the Bay Bluffs Conference Room at 10 a.m.

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Date

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Gayle Mroczkowski, Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lisa Ashley, Recording Secretary

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