



Bay Bluffs – ECMCF

Emmet County Department of Health & Human Services Board

Board Meeting Minutes

June 17, 2021

Gayle Mroczkowski, Board Chair, called the meeting to order at 10:00am in the Harbor Springs City Council Chambers, 160 Zoll Street, Harbor Springs, MI

Board Members Present: Gayle Mroczkowski
Carol Hansen
Manny Cordova

Board Members Absent: None

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

Others Present: Charlie MacInnis, Emmet County Commissioner

Staff Absent: Kristen Smith, Executive Assistant

Guests Present: Mike Hinz – Bay Bluffs Foundation Board
Toni Drier

Consent Agenda:

Mr. Cordova motioned to approve the consent agenda. Ms. Hansen supported, no further discussion. Voice vote taken with motion passing.

DHHS/ Bay Bluffs Board Chairwoman's Report: The DHHS Board met Tuesday in Charlevoix County and provided example of employee vaccination incentive program shared by Grandvue medical care facility.

Pandemic Response and Recovery Report: Ms. Ashley reviewed the most recent regulatory updates including vaccination reporting and expanded visitation. She also provided a brief overview of the continued challenges with nursing recruitment which continue to hamper admissions and rebuilding of census.

Mr. Greer provided an update on the direct care worker COVID pay provided by the state of Michigan, sharing that through the audit process it was discovered that employees working overtime had not had the "blended" OT rate calculation set properly therefore funds were owed and subsequently paid out to

staff impacted. He explained the complexities of both the calculation itself as well as the changing guidance from the state regarding documentation of all COVID relief funds.

Mr. Greer reminded the Board that at the end of 2021, Bay Bluffs will be paying out roughly \$160,000 in deferred FICA tax due to the option the facility chose in 2020 when offered to hold off paying these taxes to help cash flow. The final payment will be due at the end of 2022.

The Board discussed, again, the impact of vaccination status on resident safety and potential impact of the state lifting remaining restrictions as early as next week.

Chief Financial Officer's Report

- **Financial Dashboard**
 - **April 2021 Finance Report:** The [financial report](#) for the month of April 2021 was included in packets. Mr. Greer reviewed and explained this report to the Board. Mr. Cordova **motioned to approve the financial report as presented. 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 June 17, 2021 in the amount of \$257,938.52. 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.**
 - **Contracts: none at this time**
 - **Capital Expenditures: none at this time**
 - **Accounts payable process:** The Board discussed any changes necessary to the Accounts Payable and review processes. Mr. Greer provided an historical perspective on the oversight process. The Board asked for further discussion of this process at a future meeting.

New Business: Mr. Hinz was introduced as one of the co-chairs of the Bay Bluffs Foundation. He provided a brief introduction and shared his anticipation of the Foundation role in any millage campaign. The Board shared their appreciation for the work of the Foundation thus far in supporting resident needs and expressed interest in helping to support the millage outreach efforts as may be appropriate.

Old Business: The Board discussed the importance of the Board of Commissioners meeting being held this evening as a critical turning point in the facility as significant capital needs have been identified via the Partners study. Both Foundation and operations board members had questions on millage campaigns which BOC liaison Mr. MacInnis shared his experience with millage education activities and planning. All agreed the next steps in the planning process will take place following the outcome of the meeting this evening.

Public Comment: none at this time.

Recap & Summary: The following items were identified for follow up 1) Plante/Moran will provide a virtual presentation of the annual audit at the July meeting, 2) PPP loan forgiveness anticipated in July, 3) Board to further explore the accounts payable process after discussion with County Treasurer on necessary procedures, 4) Ms. Ashley will work to get Mr. Cordova into Bay Bluffs for a tour in the next few weeks, 5) Ms. Ashley will send the DHHS Board information on the upcoming Foundation board meeting in case folks would like to participate.

Adjournment: Ms. Hansen **motioned to adjourn. Mr. Cordova supported; Voice vote taken with motion passing.** Regular Meeting adjourned at 11:30am.

Upcoming Meetings:

- The next Regular Meeting is scheduled for July 15, 2021 in a location to be determined.

Date

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.

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