



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

**Board Members Absent:** Manny Cordova

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

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

**Staff Absent:** None

**Guests Present:** Don Swartout, Rich Ginnop, Don Mapes

**Consent Agenda:**

**Carol Hansen motioned to approve the consent agenda. Gayle Mroczkowski supported, no further discussion and motion carried unanimously.**

**DHHS/ Bay Bluffs Board Chairwoman's Report:** Ms. Mroczkowski opened with an explanation as to why Manny Cordova was unable to attend the meeting, saying that the pandemic has been very challenging and due to a lack of staff, Manny is covering shifts. Ms. Mroczkowski welcomed Vicki Ulrich, Community Resource Coordinator for Charlevoix, Emmet and Antrim County MDHHS. Vicki is here to take the minutes of the meeting, on behalf of DHHS Director, Maureen Clore. Ms. Mroczkowski reported that at the DHHS meeting this past Tuesday, Grand Vue reported that they had taken 81 beds off-line to meet Medicaid requirements, so they are in a very similar situation as Bay Bluffs. Ms. Mroczkowski went on to thank Lisa, Mike and all of the Bay Bluffs staff for the incredible work that they do every day.

**Pandemic Response and Recovery Report:**

Regulatory Updates: Lisa Ashley reported that Bay Bluffs was commended by the state/federal survey team who visited them last week. The team complimented Bay Bluffs staff on their outstanding infection control protocols, saying that they were surprised that only two residents had tested positive since March 2020.

Lisa advised that the Incident Command Team is evaluating PPE, testing protocols, and visitation protocols based on the current low community transmission data. Recently they adjusted PPE





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The survey team reported that the residents were happy, and families were happy and complimentary. The survey team was very complimentary about staff. Carol Hansen asked who all would see this report Ms. Ashley advised that the report is all public information. Ms. Mroczkowski and Ms. Hansen asked Ms. Ashley to convey their appreciation and gratitude to the staff at Bay Bluffs for a job well done.

**Old Business:**

- Update on Resident Dining Room Project: Ms. Ashley reported that there has been no progress. Ms. Ashley advised that Mr. Boyer had updated the county commissioners on the dining room progress and shared pictures. A copy of the County Commission Board Meeting Minutes and the photos are included in the Board packet. Mr. Boyer visited Bay Bluffs regarding the other 2022 capital improvements plan. Also in the Board packet is a memo dated 2/17 about work that has been completed so far on the bond that Bay Bluffs is paying the county back for. This shows revenues and expenditures. Mr. McGinnis added that the county will be receiving a massive 2022 capital improvement plan soon and Bay Bluffs will be a part of that. Mr. McGinnis described some of the county needs that will be addressed by this new capital improvement plan. The County Board of Commissioners will be reviewing and discussing the capital improvement plan on Thursday, April 28 at 6 p.m. at the county building.
- Rules of Procedure 2022 edit approval: Ms. Ashley provided the edits to the Board. **Carol Hansen motioned to approve the edits to the 2022 Rules of Procedure. Gayle Mroczkowski supported. Roll call vote: Ms. Mroczkowski (YES), Ms. Hansen (YES). Motion carries.** These edits address things like the Open Meetings Act, Recording Secretary requirements, Zoom Meetings, etc. Ms. Ashley reminded the Board that they had previously discussed reviewing the Conflicts of Interest and other Ethical Considerations conflict of interest. This information was provided to the Board for review and will be added to the April Agenda.
- Update on CFO Search: Ms. Ashley advised that Bay Bluffs is “on the hunt” for a new CFO to fill behind Mike Greer when he retires. We have posted the job on Hierology, and have put it out on other nursing facility websites as well. We were able to find a couple of candidates that were qualified but the one they really liked lives in Nebraska and has not returned their phone call yet. It is proving very difficult to replace Mr. Greer. We are working on reposting the job opening on Hierology. If we are unable to find anyone, Mr. Greer has agreed to contract with us until we are able to find a suitable candidate. This isn’t just a finance job, as the candidate needs to have an understanding of health care and medical billing. We will continue to look.