



Bay Bluffs – ECMCF

Emmet County Department of Health & Human Services Board

Board Meeting Minutes

December 17, 2020

Gayle Mroczkowski, Board Chair, called the meeting to order at 10:08 a.m. via Zoom Video Conference Service

Board Members Present:	Gayle Mroczkowski Carol Hansen Manny Cordova
Board Members Absent:	None
Staff Present:	Michael Greer, Chief Financial Officer Lisa Ashley, Administrator Kristen Smith, Executive Assistant
Others Present:	Robert Engel, Civil Counsel Charlie MacInnis, Emmet County Commissioner
Staff Absent:	None
Guests Present:	Toni Drier, Mike Reeves, William Perkins, Kate Bassett, Pam Gibson, Mike Hinz

Consent Agenda: Ms. Hansen motioned to approve the consent agenda. Mr. Cordova supported the motion. Voice votes taken; motion carried by consensus.

DHHS/ Bay Bluffs Board Chairwoman's Report

- Ms. Mroczkowski commends the Bay Bluffs staff for their tremendous work during an unbelievable time in history. It is really heartening to hear the creative ways that staff and Residents are celebrating the holidays. Bay Bluffs had an excellent infection control survey in the midst of chaos. The vaccine can't come soon enough! She thanked the county staff for a productive meeting with Lisa and Mike. She reminded those attending the meeting to think of the Bay Bluffs Foundation with considering any year end giving.

Pandemic Response and Recovery Report

- Ms. Ashley stated that she is very proud of the team. Nursing homes are the most highly regulated industry, second only to nuclear power. The Bay Bluffs team contained the COVID-19 outbreak to one resident. Census is at just under 70% due to normal attrition in long term care, challenges with taking new admissions, hospital census being down –which leads to decreased rehab referrals, and continued staffing issues. There is a challenge with recruiting new staff to work in long term care right now. Staff are doing their best to stay safe outside of work, because they know that any exposure that they have in the community comes back to Bay Bluffs with them. Bay Bluffs has eliminated 31 FTEs since 2019. There have been huge challenges with connecting Residents with their families. The Residents miss human contact, and it has been devastating for staff to watch. POC (rapid) testing has been used to test any symptomatic Residents or staff, in addition to the twice weekly testing of all staff. Ms. Ashley reminded the Board that the Strategic Business Plan they approved in 2019 has had to change. The current focus is on preventing illness, rather than growing census. Bay Bluffs has been lucky to have minimal outbreaks compared to other facilities in the region. Infection prevention measures put in place have reduced flu, GI and UTI outbreaks in the facility. Ms. Ashley discussed the 2021 vision, and stated that Bay Bluffs won't get back to the original plan until at least 2022. She is hoping that the vaccine helps Bay Bluffs get closer to normal. Bay Bluffs is currently operating 4 of 5 neighborhoods due to reduced census. Ms. Ashley explained that due to testing requirements, if the State of Michigan no longer reimburses for PCR testing, a lab tech will be needed to process the POC tests that will have to be done in house. She also explained that Bay Bluffs needs competitive wages to recruit new direct care staff. Increased staffing levels will allow for increasing the census, which contributes to a better financial picture for the organization.

Chief Financial Officer's Report

- **Financial Dashboard**
 - **October 2020 Finance Report:** The financial report for the month of October 2020 was included in packets. Mr. Greer reviewed and explained this report to the Board. He explained that census has had a dramatic impact on the budget, and reiterated much of the information that Ms. Ashley shared during her report. **Mr. Cordova motioned to approve the financial report. Ms. Hansen supported. Voice vote taken; motion carried by consensus.**
 - **Payables:** The payables presented were approved for the period ending December 17, 2020 in the amount of \$36364,642.48. **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: Echo Project Agreement:** Ms. Ashley explained that the ECHO project is a national project with small state-wide cohorts of nursing homes. Participants are encouraged to share experiences, successes and failures they've had while dealing with the corona virus. There is no cost to this project, and the participating facilities receive a \$6,000 stipend. **Ms. Hansen motioned to approve the Echo Project Agreement. Mr.**

Cordova supported. Roll call vote: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.

- **2021 Budget:** There was no additional discussion of the budget. All discussion took place during the Public Hearing prior to the regular meeting. **Ms. Hansen motioned to approve the 2021 budget. Mr. Cordova supported. Roll call vote: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.**

New Business:

- **2021 Meeting Schedule:** Ms. Ashley shared the draft 2021 meeting schedule with the Board and asked if they knew of any conflicts. None were mentioned. Ms. Ashley and Ms. Smith will work with Maureen at DHHS on the public notice requirements. She noted that Bay Bluffs will continue with meetings via Zoom for the foreseeable future.
- **2021 Board Activities Calendar:** Ms. Ashley shared the 2021 Board Activities Calendar with the Board. She explained that this is meant to help keep activities on track and ensure that all regular items that need to be reviewed in a year are covered.

Old Business:

- **Discussion of County Loan Repayment:** Ms. Mroczkowski started the discussion by recapping previous discussions. The payment is the budget for 2021. The Board previously approved a \$50,000 payment in October, with \$105,000 still outstanding. Ms. Ashley and Mr. Greer met with Mr. Reeves and Ms. Gibson. Collectively, they came up with a plan that Bay Bluffs would make another \$50,000 payment and Emmet County would assume the rest. Mr. Reeves stated that they had a great meeting with Bay Bluffs staff. He recognizes the cash on hand concerns. It isn't a good business model to operate with such low cash on hand and could be courting disaster. The County wants Bay Bluffs to be successful and has made substantial investment to make that happen. He requests that Bay Bluffs and County staff have more regular conversations so that he has a better understanding of issues facing Bay Bluffs. He realizes that this isn't a sprint, it is a marathon. Mr. Reeves stated that it is time to work on a plan for a ballot initiative, and that continued issues make all parties look bad. He said that the Commissioners want to recognize Bay Bluffs staff and administration for the hard work and service in keeping members of our community safe. Ms. Mroczkowski asked Mr. Greer if it is reasonable to make a \$50,000 payment to the County at this time. Mr. Greer reassured her and the Board that it is reasonable. He has included it in his financial projections, and feels that it is a show of good faith. Ms. Hansen is heartened by Mr. Reeves' comments and supports the \$50,000 payment. Mr. Cordova thanks the county for their understanding and willingness to work together, and also supports a \$50,000 payment. Mr. Reeves clarified that his understanding is that the \$55,000 outstanding will carry over into 2021, as he doesn't have the authority to forgive the balance without the approval of the Board of Commissioners. He proposes that Bay Bluffs and County staff discuss this in January. **Ms. Hansen motioned to make a \$50,000 payment to Emmet**

County towards the 2020 loan payment. Mr. Cordova supported. No further discussion. Roll call votes taken: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.

Public Comment: Mr. MacInnis stated that the County's Strategic Planning session will be very important in 2021, and recommended that Board Members and/or Bay Bluffs staff attend. This will determine County priorities and goals of the Commissioners for 2021. He believes that a discussion of a millage for Bay Bluffs should be front and center.

Recap & Summary: Ms. Smith will post the Board's rules of procedure on the Bay Bluffs website.

Adjournment: Regular Meeting adjourned at 11:29 a.m.

Upcoming Meetings:

- The next Regular Meeting is scheduled for January 21, 2021 in the Bay Bluffs Conference Room at 10 a.m.

Date

Gayle Mroczkowski, Chairperson

Date

Kristen Smith, Recording Secretary

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