



Bay Bluffs – ECMCF

Emmet County Department of Health & Human Services Board
Board Meeting Minutes
February 20, 2020

Liz Horrom, Board Chair, called the meeting to order at 10:00 a.m. at Bay Bluffs – ECMCF in the Conference Room.

Board Members Present:	Gayle Mroczkowski (via phone) Liz Horrom Carol Hansen
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:	Susan Thurston, HR Director

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

Human Resources: Susan Thurston, HR Director discussed retention and turnover efforts. National turnover for CNAs and RA is 49%. RNs national turnover rate is 56%, LPN 51%, CNA 74.5% (in all healthcare and behavioral health). Grandvue 32.1%. Bay Bluffs turnover is 31%, 29% if you don't count temporary employees. 22 employees were hired and terminated in the same year. 5 retirements are included in the turnover percentage. 26 employees left on a voluntary basis. There was a discussion regarding how Michigan Works BRN has impacted retention. 91% of employees that utilized BRN services have continued employment.

Chief Financial Officer's Report

- **Financial Dashboard**

- **January 2020 Cash Report:** The cash report for the month ending January 31, 2020 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.
- **December 2019 Financial Report:** The financial report for the month ending December 31, 2019 was included in packets as well. Mr. Greer reviewed and explained this report to the Board. **Ms. Hansen motioned to approve the financial report. Ms. Mroczkowski supported. Voice vote taken; motion carried by consensus.**
- **Payables:** The payables presented were approved for the period ending February 20, 2020 in the amount of \$689,692.45. **Ms. Hansen motioned to approve the payables as presented. Ms. Mroczkowski supported; no further discussion. Roll call vote: Ms. Mroczkowski (YES), Ms. Horrom (YES), Ms. Hansen (YES). Motion carries.**

- **Contracts:**
 - **Plante/Moran Audit:** Mr. Greer requested that the Board approve the agreement in the amount of \$28,500.00 plus travel and incidental expenses. **Ms. Hansen motioned to approve the Plante/Moran Audit Agreement in the amount of \$28,500.00 plus travel and incidental expenses. Ms. Mroczkowski supported; no further discussion. Roll call vote: Ms. Mroczkowski (YES), Ms. Horrom (YES), Ms. Hansen (YES). Motion carries.**
 - **Plante/Moran Cost Report:** Mr. Greer requested that the Board approve the agreement in the amount of \$9,500.00. **Ms. Hansen motioned to approve the Plante/Moran Cost Report Agreement in the amount of \$9,500.00. Ms. Mroczkowski supported; no further discussion. Roll call vote: Ms. Mroczkowski (YES), Ms. Horrom (YES), Ms. Hansen (YES). Motion carries.**
 - **Plante/Moran GASB 68:** Mr. Greer requested that the Board approve the agreement in the amount of \$3,100.00. **Ms. Hansen motioned to approve the Plante/Moran GASB 68 Agreement in the amount of \$3,100.00. Ms. Mroczkowski supported; no further discussion. Roll call vote: Ms. Mroczkowski (YES), Ms. Horrom (YES), Ms. Hansen (YES). Motion carries.**

- **Write-offs:** Mr. Greer asked the Board to approve writing off bad debt in the amount of \$63,317.00. He explained the collections efforts that have been made to collect the funds. **Ms. Hansen motioned to approve writing off bad debt in the amount of \$63,317.00. Ms. Mroczkowski supported; no further discussion. Roll call vote: Ms. Mroczkowski (YES), Ms. Horrom (YES), Ms. Hansen (YES). Motion carries.**

- **Capital Expenditures:** None
- **Administrator's Report:**
 - **2019 Department Goals- Final Report:** Ms. Ashley commended the staff for achieving many of the goals that had been set in 2019, despite some of the challenges faced.
 - **2020 Scorecard:** Ms. Ashley presented the 2020 Scorecard metrics, which will be updated and provided to the Board on a quarterly basis.

New Business:

- **Facilities Advisory Committee Report:** Ms. Ashley updated the Board on County Bond Projects. Phase I and II (bathing rooms and dining rooms) are expected to be completed in 2020. It is likely that Phase III (front entry) will not be completed in 2020 due to cost. Bay Bluffs will be bidding out and purchasing the equipment for Phase I and II. Construction bids are coming in much higher than initially anticipated. Bond funds have also been used for mold remediation, plumbing repairs, flooring replacement, and fire door and smoke panel replacement, in addition to the Phase I and Phase II projects. There was discussion of proposed scope of work from JK Interiors, Inc. Fee included selection of colors, floors, light fixtures, artwork, etc. It does not include purchasing or bidding out any of the supplies. Ms. Ashley suggested handling the Birch Neighborhood “facelift” internally, and utilizing designer services in the future for redesigning the common spaces and dementia focused spaces, including the Wildflower hallway and Wildflower dining room. Board members agreed and requested that Ms. Ashley and the Bay Bluffs team come back with a timeline and plan and budget at the March meeting. Ms. Ashley will continue discussions with JK Interiors to resolve the outstanding invoice.
- **Administrator Performance Review Plan:** The Board members plan to do the performance review for Ms. Ashley at the March meeting.

Old Business:

- **Rules of Procedure:** Ms. Ashley shared some points from the rules of procedure for consideration. **Ms. Hansen made a motion to readopt the rules of Procedure, previously adopted December 21, 2017; supported by Ms. Mroczkowski. Roll call votes taken. Ms. Horrom (YES), Ms. Mroczkowski (YES), Ms. Hansen (YES).**
- **Communication with Community Member:** The Board, Ms. Ashley and Mr. Engel discussed an email received by the Board. A Board Member and Ms. Ashley will set up a meeting to address the concerns raised.

Public Comment: None

Recap & Summary: Ms. Ashley and Mr. Greer will follow up with Mr. Borra and JK Interiors regarding the \$9,000.00 item removed from Accounts Payable, and will follow up with the Board. Ms. Ashley will come back to the March meeting with a timeline, plan and budget for the “Birch facelift” for the Board’s consideration. Ms. Ashley will schedule a meeting to discuss the concerns raised by a community member.

Adjournment: Regular Meeting adjourned at 12:25 p.m.

Upcoming Meetings:

- The next Regular Meeting is scheduled for March 19, 2020 in the Bay Bluffs Conference Room at 10 a.m.

Date

Liz Horrom, Chairperson

Date

Kristen Smith, Recording Secretary

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