



Emmet County Department of Health & Human Services Board
Board Meeting Minutes
Thursday, June 29, 2023

Carol Hansen, Chairperson, called the meeting to order at 8:00am at the Bay Bluffs Conference Room.

Board Members Present: Carol Hansen
Craig Lively

Board Members Absent: Manuel Cordova

Staff Present: Lisa Ashley, Administrator

Others Present: Vicki Ulrich, DHHS
Don Mapes, Emmet County Commissioner

Staff Absent: Jim Connaughton, Chief Financial Officer

Consent Agenda:

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

DHHS/Bay Bluffs Board Chairwoman's Report: Carol Hansen

Carol Hansen reported that she missed the DHHS meeting and has no new reports.

Finance Report:

Monthly Financials April 2023:

Lisa Ashley reviewed the April 2023 Financial Summary with the Board. The current census is between 63 and 65. Ms. Ashley reported that Jim Connaughton is working with the county to update the fixed assets for the balance sheet. Our days cash on hand decreased from 119 to 107 but, we are trending up. Our Medicare census is trending higher than we had projected so that is a positive increase. Discussion regarding Medicaid and Medicaid rate increase and rate differential. Year to date expenses were discussed, including staff, dietary and laundry and housekeeping costs. Legal accounting and professional fees are higher than normal due to a work comp case. Discussion was held regarding the Year-to-Date Budget. Discussion was held regarding the efforts that are being made to reduce overhead costs. Ms. Ashley advised that they will be bringing some year-to-date forecasts to the Board in July and August.



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Motion by Craig Lively, supported by Carol Hansen to accept the Financial Report for April 2023. **Roll Call Vote: Mr. Lively, YES, Ms. Hansen, YES. Motion Carried.**

Accounts Payable: The payables presented were approved for the period ending June 2023 in the amount of \$532,914.22. Motion by Craig Lively, supported by Carol Hansen to approve the June 2023 Accounts Payable Report as presented. **Roll Call Vote: Ms. Hansen, YES, Mr. Lively, YES. Motion Carried.**

Contracts: None

Capital Expenditures: None

Mid-year Cost Report and Rate Forecasting – Lisa Ashley

Lisa Ashley reported that she and Jim Connaughton sat down with Plante Moran to discuss whether they should be reducing or increasing Medicare or Medicaid beds. They also discussed using some beds for Hospice care. We inquired as to what it might cost if Plante Moran were to do some of this type of forecasting for Bay Bluffs. The proposal from Plante Moran was \$75,000 so, that is not something that we can afford to have them do. Ms. Ashley advised the Board that she and Jim will be working on this.

Ms. Ashley advised that while state is changing the rate methodology the 85% occupancy is still in play, which is why we continue to have a non-available bed plan. Discussion was held regarding how the state calculates rates and determines bed plans and how that impacts us financially.

Discussion regarding Plante Moran prediction that we will be back to pre-pandemic status by 2nd quarter of 2024.

New Business:

Annual Health and Life Safety inspection Report: Lisa Ashley

Ms. Ashley explained that every year we are required to have a health & safety inspection. Ms. Ashley reported that they are in compliance for the health inspection. There were a couple of minor infractions that were easily corrected and that is now closed out. The fire inspector will be back to complete his inspection and then, that will also be closed out. All citations were quickly and easily corrected and nothing negative was found relative to sub-standard of care. This was the best survey in 10 years that Ms. Ashley has ever been a part of. It was quite a productive endeavor. Followed up by Federal Surveyor to make sure the State Survey happened. The Federal Surveyor had no concerns, which was great.



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Meeting Schedule - July through December: Lisa Ashley:

We are back at Bay Bluffs for our meetings. Discussion was held regarding continuing to hold meetings at 8:00 a.m., rather than 10:00 a.m.

Motion by Craig Lively to amend meeting times to 8:00 a.m. for all future Board Meetings, **support by Carol Hansen**. All voted "Aye". **Motion Carried.**

Old Business:

Workforce Capacity Building Campaign Update: Lisa Ashley

Lisa Ashley provided a 6-month summary regarding retention and recruitment. Ms. Ashley advised that they have had 3 retirements, terminated 2 people and 3 left on their own. Six (6) of those vacated positions were nursing and Two (2) were non-nursing. Our turnover rate is at 5.7%, which is way below the state average. We continue our due diligence in retaining staff.

Lisa reviewed Retention Activities with the Board. Ms. Ashley reported that she is very excited that we have Five (5) nurse aids who are applying for the LPN program. We have nurse aid training starting July 17th and we have three (3) staff that will be in that. We have Two (2) Resident Assistants that we have been grooming to move into the CENA program. We had 79 total applicants, 40 viable candidates, and we made 16 offers of which 14 of those were hired.

Lisa Reviewed the Recruitment Activities with the Board including hosting CENA training classes with Agape, maintaining social media outreach and Hireology subscription. We have engaged with Nickel Design to create a workforce capacity building campaign and have partnered with NCMC to create additional CENA Fast Track training program. Additionally, we are now posting Bay Bluffs open positions on Emmet County website.

Lisa reminded Board Members to fill out their Questionnaires from Nickel Design and get them back to Lisa. Lisa reviewed the progress of Phase I of the Workforce Capacity Building Campaign.

Meeting Recap: Carol Hansen:

We approved the Consent Agenda, Monthly Financials and Accounts Payable.
We agreed to move starting times of meetings to 8:00 a.m.

Adjournment: Motion by Craig Lively and supported by Carol Hansen to adjourn the meeting. No further discussion. All voted "Aye". **Motion carried.** Regular Meeting adjourned at 10:00 a.m.




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Upcoming Meetings: The next Regular Meeting is scheduled for July 20, 2023, at the Bay Bluffs – Emmet County Care Facility in Harbor Springs, MI at 8:00 a.m.

8/24/23
Date

8/24/23
Date



Carol Hansen, Chairperson



Vicki Ulrich, Recording Secretary

Copies to: Carol Hansen, Manny Cordova, Craig Lively, Lisa Ashley, and Jim Connaughton.