



## Bay Bluffs – ECMCF

Emmet County Department of Health & Human Services Board  
Board Meeting Minutes  
October 21, 2021

Gayle Mroczkowski, Board Chair, called the meeting to order at 10:05 at the Harbor Springs Airport Conference Room (8350 M-119, Harbor Springs).

**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 (attending via phone)

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

**Staff Absent:** None

**Guests Present:** Matt Lancaster and Annette Bear- Common Angle

### **Consent Agenda:**

**Ms. Hansen motioned to approve the consent agenda. Mr. Cordova supported, no further discussion. Roll call vote taken: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.**

**DHHS/ Bay Bluffs Board Chairwoman's Report:** Ms. Mroczkowski thanked everyone for their efforts on the millage campaign. She reported that Grandvue has had 8 staff positives, and 2 resident Covid-19 deaths. Ms. Hansen has been reappointed by the Governor, and shared that she is very happy to have been reappointed, and feels like she finally knows the nuances of Bay Bluffs.

**Cyber Security Presentation:** Matt Lancaster presented on cyber security. He gave an overview of network security, antivirus software, firewalls, gateway security and zero day threats.

**Pandemic Response and Recovery Report:** Ms. Ashley compared the upcoming vaccine mandate to a pending hurricane- you don't know exactly what the severity or impact will be, but it is something that you're constantly worried about. She is not hopeful that testing will be an acceptable alternative to vaccination. She is expecting to lose about 13 more direct care staff, which will limit admissions and

require a reduction in census. All CNAs are working on long term care neighborhoods. Therapy staff is covering the rehab unit. At The Villa, staffing ratio is reported to be 1:33, which is not acceptable at Bay Bluffs. They are profiting on Medicaid and Medicare dollars, rather than reinvesting that in staffing. Bay Bluffs is slowly bringing in nurses, but has had no CNA applications. Nurses are being asked to pick up CNA shifts at their RN wage. Bay Bluffs currently has 80% occupancy, which is the 3<sup>rd</sup> highest in Region 7. Bay Bluffs has a 60 person waiting list, but is not able to increase admissions due to staffing levels. Ms. Ashley reported that the required vaccine reporting includes students and volunteers. She may ask Board members to volunteer to screen visitors due to staffing levels. Ms. Ashley presented a letter written by Dr. Blanchard. He is asking for Board Members and members of Bay Bluffs leadership to sign on to the letter. There was discussion of waiting until after the November 2<sup>nd</sup> election before getting publicly involved.

### Chief Financial Officer's Report

- **Financial Dashboard**
  - **August 2021 Finance Report:** The [financial report](#) for the month of August 2021 was included in packets. Mr. Greer reviewed and explained this report to the Board. **Mr. Cordova motioned to approve the financial report. 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 October 21, 2021 in the amount of \$357,258.75. **Mr. Cordova motioned to approve the payables as presented. Ms. Hansen supported; no further discussion. Roll call vote: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries**
  - **County Payment:**
  - **Contracts:**
    - **Beautician:** Ms. Ashley requested that the Board approve an agreement with Rachelle Janicki for beautician services. **Mr. Cordova motioned to approve the beautician's agreement. Ms. Hansen supported; no further discussion. Roll call vote: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.**
    - **Remedi Pharmacy:** Ms. Ashley informed the Board that she has received email confirmation that Remedi Pharmacy will let Bay Bluffs out of the pharmacy contract effective 12/31/21. There will be no termination fee.
    - **Hometown Pharmacy:** Ms. Ashley explained that this agreement has been reviewed by legal counsel and will be effective 1/1/22. Bay Bluffs will work with the same pharmacist and staff as before, which will allow for a smooth transition. **Ms. Hansen motioned to approve the contract with Hometown Pharmacy. Mr. Cordova supported; no further discussion. Roll call vote: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.**
    - **MDOT Master Agreement & Resolution:** Ms. Ashley requested that the Board approve the Master Agreement & Resolution. **Ms. Mroczkowski motioned to approve the MDOT Master Agreement & Resolution. Mr. Cordova supported;**

**no further discussion. Roll call vote: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.**

- **MDOT Master Agreement 2022-0051:** Ms. Ashley informed the Board that next summer Bay Bluffs can apply for 2023 funds to replace the oldest bus. Bay Bluffs participates in a 5310 program, which provides services for seniors and those with disabilities. Locally, other participants are The Friendship Center and The Living Room. **Mr. Cordova motioned to approve the MDOT Master Agreement 2022-0051. Ms. Hansen supported; no further discussion. Roll call vote: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.**
- **Net Health Agreement:** Mr. Greer explained that our therapy team uses Casamba software for their documentation and billing. The company name is changing. There is no additional cost to this agreement, and no substantial difference from the agreement with Casamba. **Ms. Hansen motioned to approve the agreement with Net Health. Mr. Cordova supported; no further discussion. Roll call vote: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.**

**New Business:** Ms. Mroczkowski informed the Board that her term will be up in 2022. She intends to reapply. It was clarified that Mr. Cordova's term is up in 2023.

**Old Business:**

- **Dining Room Update:** Ms. Ashley informed the Board that Emmet County staff have been in contact with the contractor and architect in the last two weeks. There is a drop dead date of 11/5/21 for project completion. There is a lot of work left. It likely will not be finished before 11/5. Ms. Ashley has no confidence that it will pass life safety inspections.
- **Capital Millage Update:** Ms. Ashley informed Board members that the Petoskey News Review said that they have not received Board members Letters to the Editor, and asked that they be resubmitted. Ms. Ashley has put a question in to the Emmet County Clerk related to the Vote No signs appearing in city right of ways that don't include an address or committee name.

**Public Comment:** None

**Recap & Summary:** Common Angle will put together a cyber security proposal for 2022, including cyber security insurance and education. Board Members will contact their commissioners to express support for Lisa Peacock and Dr. Meyerson. The Beautician agreement will be filled in with Ms. Janicke's contact information. Ms. Ashley will continue to update Board members on the Dining Room. Board members will resubmit letters to the editor.

**Adjournment:** **Mr. Cordova motioned to adjourn. Ms. Hansen supported; no further discussion. Roll call vote taken: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.** Regular Meeting adjourned at 12:04 p.m.

**Upcoming Meetings:**

- The next Regular Meeting is scheduled for November 18, 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.