Bay Bluffs
Emmet County Medical Care Facility

Emmet County Department of Health & Human Services Board
Board Meeting Minutes
Thursday, February 20, 2025

Carol Hansen, Chairperson called the meeting to order at 8:09 am at the Bay Bluffs Medical Facility, Harbor Springs, MI.

Board Members Present:	Carol Hansen Craig Lively Manuel Cordova
Board Members Absent:	None
Staff Present:	Lisa Ashley, Administrator
Staff Absent:	None
Others Present:	Don Mapes, Emmet County Commissioner Vicki Ulrich, DHHS

Consent Agenda:
Manuel Cordova motioned to approve the Consent Agenda, Carol Hansen supported, no further discussion. **Motion carried unanimously.**

DHHS/Bay Bluffs Board Chairperson's Report: Carol Hansen reported that at the DHHS Board Meeting on Tuesday, Manuel Cordova announced that he is now the Vice-President of MCSSA. Mr. Cordova reminded the Board of the upcoming MCSSA Legislative Conference and MCSSA Annual Conference.

Finance Report:
Monthly Financials December 2024:
Lisa Ashley provided the monthly financials for **December 2024**, for the Board's review.

Discussion was held regarding Net Assets & Liabilities, as well as Revenue and Expenses. Bay Bluffs' total revenue for 2024 was over budget by 1.1 mil, which offsets increased expenses/outflow of cash from 2022, 2023 and 2024. Net income was budgeted at a loss of 1.16 mil for 2024. With prior year settlements, the loss was reduced to $916,532. Additional settlement funds from prior years, likely totaling $1.8 mil are anticipated to be received 2/28/25. Settlement notices also included retroactive rate changes for the periods of 10/1/22 through 12/31/23. It is not expected that these rate settlements will continue much beyond 2024 cost reporting, due to anticipated changes with Michigan Medicaid rate structures.

Bay Bluffs
Emmet County Medical Care Facility

Emmet County Department of Health & Human Services Board
Board Meeting Minutes
Thursday, February 20, 2025

Motion by Manuel Cordova, supported by Craig Lively to accept the Financial Report for December 2024. **Roll Call Vote: Mr. Cordova, YES. Mr. Lively, YES. Ms. Hansen, YES. Motion Carried.**

Accounts Payable: The payables for January/February 2025 were presented for the Boards' approval, in the amount of **$204,089.58**. Motion by Craig Lively supported by Manuel Cordova to approve the January/February 2025 Accounts Payable Report as presented. **Roll Call Vote: Mr. Lively, YES. Mr. Cordova, YES. Ms. Hansen, YES. Motion Carried.**

Lisa Ashley reviewed the 2025 Census Projected by the Month Report with the Board and a brief discussion was held regarding the census, the waiting list, discharges and hospice services.

Contracts:

Plante/Moran – Annual Audit and GASB 101:
Lisa Ashley provided the Board with a copy of the contract and explained that the contract with Plante Moran is for the annual audit for 2024 at a cost of $37,000. The contract includes additional audit services related to analysis of COVID funding and assessment of financial statement disclosures at a cost of $3,000 - $5,000, as well as an additional cost of $1,500 - $5,000 for GASB 101.
Motion by Manuel Cordova, supported by Craig Lively to approve the Plante/Moran Contract pursuant to the Plante/Moran letter dated January 29, 2025. **Roll Call Vote: Mr. Lively, YES. Mr. Cordova, YES. Ms. Hansen, YES. Motion Carried.**

Plante/Moran – GASB-68 Contract:
Lisa Ashley provided the Board with a copy of the GASB—68 Contract and explained that this is for consulting and guidance services related to GASB-68 at a cost of $3,500, plus related costs that may be incurred.
Motion by Manuel Cordova, supported by Carol Hansen to approve the GASB-68 contract with Plante/Moran in the amount of $3,500, plus related costs. **Roll Call Vote: Mr. Lively, YES. Mr. Cordova, YES. Ms. Hansen, YES. Motion Carried.**

Capital Expenditures: None

2024 Financial Audit Update: Lisa Ashley advised that the financial audit will be taking place this month. Documentation is due to the County the first part of May for the consolidated audit report.

Bay Bluffs
Emmet County Medical Care Facility

Emmet County Department of Health & Human Services Board
Board Meeting Minutes
Thursday, February 20, 2025

Common Space Refresh:
Chapel, library, conference room and living room/activity alley areas including flooring, paint, furnishings as necessary. Bay Bluffs and the County are working on a larger bid process to hopefully impact/reduce the cost for all entities.

HVAC Systems:
Several units require motor replacements. Bay Bluffs is working with Emmet County to develop list of rooftop units and other systems requiring immediate repair or replacement.

Old Business: None

Meeting Recap: Carol Hansen reported that the Board approved the Consent Agenda, approved the financial report, and accounts payables. The Board approved 2 Contracts with Plante/Moran. The Board will review and fill out and return the annual conflict of interest form. The Board will review and fill out the Executive Administrator's Evaluation Plan and get together to talk about the Evaluation. on the workforce recruitment and retention efforts from Michele Nickel.

Adjournment: Motion by Craig Lively, supported by Manuel Cordova to adjourn the meeting at 9:41 a.m. All voted "Aye". **Motion Carried**. The meeting adjourned at 9:41 a.m.

Upcoming Meetings: The next Regular Meeting is scheduled for March 20, 2025, at 8:00 a.m.; at the Bay Bluffs Facility.

5/15/25
Date

Carol Hansen, Co-Chairperson

5/15/2025
Date

Vicki Ulrich, Recording Secretary

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

Bay Bluffs
Emmet County Medical Care Facility

Emmet County Department of Health & Human Services Board
Board Meeting Minutes
Thursday, February 20, 2025

New Business:

Michigan Earned Sick Time Act: Lisa Ashley reported that Bay Bluffs had more than 54 employees out sick between Feb. 1st and Feb. 13th, due to influenza. It has been very challenging. Census, staffing and overall operations were discussed as well as workforce development efforts.

Lisa Ashley provided the Board with a copy of the Bay Bluffs Team Communication regarding the Michigan Earned Sick Time Act (ESTA). Discussion was held regarding how ESTA will impact Bay Bluffs. ESTA is scheduled to become effective tomorrow 2/21/25. Ms. Ashley advised that Bay Bluffs stands ready to fall into compliance with this new state requirement.

Sufficient and Competent Nurse Staffing Review: Lisa Ashley provided the Board with a copy of the new regulation. This is a new review as of this year. Discussion was held regarding the review. Ms. Ashley assured the Board that Bay Bluffs is well within compliance.

Abuse, Neglect and Exploitation Training: Lisa Ashley provided the Board with a copy of the Abuse, Neglect, & Exploitation Prevent Program Polices & Procedures for their information and review. Ms. Ashley gave a brief explanation of the policy and compliance guidelines.

Executive/Administrator Evaluation Plan:

Discussion was held regarding when and where the Board will get together to discuss the evaluation plan. The Board members will review and fill out the evaluation and then schedule a time to meet and discuss the overall evaluation.

Renovation Update:

Information Technology:

Cabling for updates to wireless access points will be completed February. Install of new wireless access points, including 8-hour downtime, scheduled for February. Phone and Nurse call updates slated for bids/quotes in early March.

Renovation:

Apple and Birch neighborhoods – Kitchenettes and Spas are on track to begin work 2/24/25 per attached timeline, complete date is targeted at 5/1/25.