



Emmet County Department of Health & Human Services Board
Board Meeting Minutes
Thursday, August 22, 2024

Carol Hansen, Chairperson called the meeting to order at 8:00 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
Jessica Berg, Human Resources

Staff Absent: None

Others Present: Don Mapes, Emmet County Commissioner
Denise White, Emmet County Human Resources

Consent Agenda:

Mr. Lively motioned to approve the Consent Agenda, Mr. Cordova supported, no further discussion.

Motion carried unanimously.

DHHS/Bay Bluffs Board Chairperson's Report: Ms. Hansen reported on the upcoming MCSSA meeting in Traverse City; Mr. Cordova will be attending as well; report out on conference at a future DHHS meeting.

Finance Report:

Monthly Financials June 2024:

Ms. Ashley provided the Financial Report for June with total assets of \$4.93 million, an increase of \$1.3 million over May due to receipt of the Certified Public Expenditure settlement. Total current liabilities for the period are at \$1.9 million. Overall the monthly expenditures are offset by increase in Medicare billing, private pay room & board and receipt of the CPE funds with a total revenue for the period over budget by \$265,285. There were no significant variances for the period.

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



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Accounts Payable: The payables for July/August 2024 were presented for the Boards' approval, in the amount of **\$200,671.31**. Motion by Mr. Lively, supported by Mr. Cordova to approve the July/August 2024 Accounts Payable Report as presented. **Roll Call Vote: Mr. Lively, YES. Mr. Cordova, YES. Ms. Hansen, YES. Motion Carried.**

Contracts: None

Capital Expenditures: None

New Business:

Emmet County Retirement Committee Update: Denise White, Human Resources Director for Emmet County, provided information to the DHHS Board regarding the background and current status of County activity around the employee retirement program. Ms. White explained the discovery process, pulling together multiple documents and the process of retaining counsel in support of a comprehensive review of the current retirement program. Ms. White explained the relationship between Emmet County and Bay Bluffs in relation to the current plan and gave an overview of the newly established retirement committee. Ms. White invited Bay Bluffs leadership to attend the upcoming meetings of the retirement committee to continue to learn about the direction of the plan.

Quality Assurance/Performance Improvement Plan: The 2024/25 QAPI Plan was reviewed with the Board. Ms. Ashley explained the regulatory requirement for a detailed QAPI plan and governing body involvement, including where and how data is gathered to inform the improvement process.

Mr. Cordova motioned to approve the QAPI Plan as presented, Ms. Hansen supported, no further discussion. **Motion carried unanimously.**

DHHS Meeting Schedule Updates: Ms. Ashley requested updates to the DHHS meeting schedule for September and October due to scheduling conflicts. A revised schedule was agreed upon and will be posted for public viewing per the Open Meetings Act.

Old Business:

Rules of Procedure: Ms. Ashley reported that Ms. Clore and Ms. Gibson are finalizing a process for Board members to submit for reimbursement. The Rules of Procedure approval were tabled until the process is completed.



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Administrator's Evaluation:

Discussion was held regarding the revised Evaluation Plan. Ms. Ashe and Ms. Hansen suggested that the Administrator Evaluation be completed in the first quarter 2025 as the facility will move back to all staff evaluations during that timeframe. The Board agreed to that timeline.

Public Comment: none

Adjournment: Motion by Ms. Hansen, supported by Mr. Cordova to adjourn the meeting at 9:30 a.m. All voted "Aye". **Motion Carried.** The meeting adjourned at 10:30 a.m.

Upcoming Meetings: The next Regular Meeting is scheduled for September 26, 2024, at 8:00 a.m.; at the Bay Bluffs Facility.

Date

Carol Hansen, Co-Chairperson

Date

Lisa Ashley, Recording Secretary

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