



Emmet County Department of Health & Human Services Board
Board Meeting Minutes
Thursday, January 23, 2025

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

Staff Absent: None

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

Consent Agenda:

Manuel Cordova motioned to approve the Consent Agenda, Craig Lively supported, no further discussion. **Motion carried unanimously.**

Election of Board Members: Motion by Manel Cordova, supported by Craig Lively to appoint Carol Hansen as Chairperson of the Board.

DHHS/Bay Bluffs Board Chairperson's Report: Carol Hansen advised that the DHHS Board approved additional campership monies to be spent on paying for Segment 1 of driver's training for low-income students in both Charlevoix and Emmet County. The DHHS Board had a good discussion about MCSSA; what the benefits are of being members of the MCSSA and whether to renew the membership. The Board voted to renew the membership for 2025 and pay the dues. Manuel Cordova reported that he is the new Vice President for the MCSSA Board.

Finance Report:

Monthly Financials November 2024:

Lisa Ashley provided the monthly financials for **November 2024**, for the Board's review.



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Discussion was held regarding Net Assets & Liabilities, as well as Revenue and Expenses. Lisa Ashley talked about the census, deaths, the waiting list and hiring. Bay Bluffs had a bit more expense in maintenance and ground maintenance than was expected. Group insurance payments and employment taxes have increased due to 17 additional staff being hired. Pharmacy costs were significantly increased, due to expensive meds required for new residents.

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

Accounts Payable: The payables for December 2024 were presented for the Boards' approval, in the amount of **\$109,113.00**. Motion by Manuel Cordova supported by Craig Lively to approve the December 2024 Accounts Payable Report as presented. **Roll Call Vote: Mr. Lively, YES. Mr. Cordova, YES. Ms. Hansen, YES. Motion Carried.**

2025 Agreement for Senior Citizen Services: Lisa Ashley provided a copy of the 2025 Agreement for Senior Citizen Services, under a special millage that are to be allocated for senior citizen services in Emmet County in 2025. The County agrees to pay the Bay Bluffs the amount of \$24,709, to be paid in one lump sum payment on or about February 1, 2025. Motion by Carol Hansen, supported by Craig Lively to accept the Agreement. **All Voted Yes. Motion Carried.**

Capital Expenditures: None

2024 Financial Audit Update: Lisa Ashley advised that the financial audit will begin in February. Documentation is due to the County the first part of May for the consolidated audit report.

New Business:

Conflict of Interest Policy Review: Lisa Ashley provided the documentation to the Board and will send it digitally as well. Ms. Ashley asked that the Board review the policy, fill it out and sign the Conflicts of Interest Discloser and return it to her as soon as possible.

Facility Renovation Update: Q1 25: Lisa Ashley reported that cabling updates for wireless access points is slated for install beginning 1/27/25. Renovation on Apple and Birch neighborhoods is scheduled to begin 2/24/25, with a complete target date of 5/1/25. Common Space Refresh cost estimate is in progress and Bay Bluffs is working with the County develop a list of roof top units and other HVAC systems requiring immediate repair or replacement.

Discussion was held regarding the status of the hospice rooms and the waiting list.



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Lisa Ashley advised that Bay Bluffs had a Covid outbreak but, the last positive member of staff to test positive was on January 17th and the last positive test for a resident was on January 18th. We had 20 staff out due to Covid and the flu, which is high but because they were out, residents were not affected. As of the 17th, the average daily census was 64. We have Six (6) hospice and 9 rehab patients with 4 long-term beds currently open. Ms. Ashley reported that the CENA and Medicaid Aid courses are starting, and Jess is focusing on retention. Ms. Ashley reminded the Board that we had a soft goal of having 70 residents and 140 staff at the end of 2024. We did end the year with 140 staff, but residents are low, due to an unusually high discharge rate. The cost of our marketing and retention efforts has so far been covered by a grant and we should be receiving another \$18,000 soon to use toward these efforts.

Workforce Recruitment/Retention Recap 2024 & 2025 Plan: Michele Nickel, Nickel Design:

Ms. Nickel gave a progress update to the Board, advising that everything we said we wanted to accomplish by January has been completed.

We will be pushing CENA course openings; housing resources and other resources will be put on the website. We are wrapping up apple blossom and hospice suites.

We are also working on in-house promotions and more regional promotions and campaigns.

We are also looking at how the website traffic increased and decreased.

Discussion was held regarding the website and the pros and cons of posting a link to donate.

Old Business: None

Meeting Recap: Carol Hansen reported that the Board approved the Consent Agenda, elected a Board Chairperson, approved the financial report, and accounts payables. The Board will review, fill out and return the annual conflict of interest form. We had a report on the workforce recruitment and retention efforts from Michele Nickel.

Adjournment: Motion by Craig Lively, supported by Carol Hansen to adjourn the meeting at 9:50 a.m. All voted "Aye". **Motion Carried.** The meeting adjourned at 9:50 a.m.



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

Date

Carol Hansen, Co-Chairperson

Date

Vicki Ulrich, Recording Secretary

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

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