Bay Bluffs
Emmet County Medical Care Facility

Emmet County Department of Health & Human Services Board
Board Meeting Minutes
Thursday, October 24, 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 - Absent
Board Members Absent:	None
Staff Present:	Lisa Ashley, Administrator
Staff Absent:	None
Others Present:	Don Mapes, Emmet County Commissioner Vicki Ulrich, DHHS

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

DHHS/Bay Bluffs Board Chairperson's Report: Carol Hansen advised that she did not attend the last DHHS Board Meeting, so she didn't have anything new to report on.

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

Ms. Ashley gave an overview of the Net assets and Liabilities, revenue and expenses and explained that due to McLaren's data breach their referrals were way down, which had a significant impact on our revenues. Lisa Ashley reported that Bay Bluffs is still struggling with nursing staff, after losing three (3) night nurses in May. Discussion was held regarding the number of extra hours that are being put in by staff currently to cover the bases and consideration being given to bringing in contract nurses over the holidays to honor holiday leave requests.

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

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Accounts Payable: The payables for September/October 2024 were presented for the Boards' approval, in the amount of **$341,392.91**. Motion by Craig Lively, supported by Carol Hansen to approve the September/October 2024 Accounts Payable Report as presented. **Roll Call Vote: Mr. Lively, 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 o about February 1, 2025. Motion by Carol Hansen, supported by Craig Lively to accept the Agreement. **All Voted Yes. Motion Carried**.

2025 Budget Assumptions Draft-Presented at Meeting: Lisa Ashley – reported on the waitlist, pointing out that short-term rehabilitation referrals remain steady. Both demographics likely to remain steady, based on age demographic. Ms. Ashley reported on acute and complex care needs, and reimbursement changes.

Discussion was held regarding the status of advertisement and media presence.

Operating Assumptions and Census Projections for 2025 were reviewed and discussed.

Ms. Ashley reported that she was recently notified by Medicaid that Bay Bluffs is eligible to re-bill Medicaid for October 2022 through December 2023 because, according to cost reports we did not bill enough. That could be an additional $1.5 million.

Contracts: None

Capital Expenditures: None

New Business:

CMS/Casper Quality Data Report:

Lisa provided a copy of the CMS/Casper Quality Data Report to the Board for their review. This report allows the Board to see how Bay Bluffs stacks up against state and national averages

Old Business:

Emmet County Retirement Committee:

Lisa Ashley reported that she met with Ashley Watkins of Warner Norcross & Judd regarding the retirement plan. Ms. Watkins advised that it is clear that the Board of Commissioners has all the authority for plan administration and investment responsibility, including the ability to interpret,

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administer and change the plan, including contribution amounts. Ms. Ashley stated that it is concerning to Bay Bluffs employees that they do not have a seat at the table regarding retirement benefits, even though they are the largest population of county employees affected. Discussion was held regarding the fact that Bay Bluffs employees have never received a report, or any other information regarding their retirement funds. Ms. Ashley reported that she plans to attend a Defined Contribution Retirement Board meeting that is scheduled to take place on 10/31/24.

Rules of Procedure: Ms. Ashley reported that she plans to have a proposal for Board stipends available next month for the Board's review and consideration.

Meeting Recap: Carol Hansen reported that the Board approved the financials, accounts payable, senior millage agreement, reviewed a draft of the 2025 budget assumptions and discussed increasing visibility in the community.

Adjournment: Motion by Craig Lively, supported by Carol Hansen to adjourn the meeting at 9:28 a.m. All voted "Aye". **Motion Carried**. The meeting adjourned at 9:28 a.m.

Upcoming Meetings: The next Regular Meeting is scheduled for November 21, 2024, at 8:00 a.m.; at the Bay Bluffs Facility.

Date

Carol Hansen, Co-Chairperson

1/23/25
Date

Vicki Ulrich, Recording Secretary

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