



Emmet County Department of Health & Human Services Board
Board Meeting Minutes
Thursday, March 27, 2025

Manuel Cordova, Co-Chairperson called the meeting to order at 8:02 am at the Bay Bluffs Medical Facility, Harbor Springs, MI.

Board Members Present: Carol Hansen - Absent
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:

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

DHHS/Bay Bluffs Board Chairperson's Report: Manuel Cordova, Co-Chairperson reported that the DHHS Board met last Tuesday. Topics of discussion included the uncertainties for DHHS, with all the Federal Government changes, the closing the Shawano Facility in Grayling. Grandvue reported that they finally have a working elevator. Discussion was held regarding the degree of illnesses at both Bay Bluffs and Grandvue. Mr. Cordova reported on the MCSSA Legislative Conference that he attended and the upcoming MCSSA Annual Conference, which will be focused on vulnerable adults.

Finance Report:

Monthly Financials January 2025:

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

Discussion was held regarding Net Assets & Liabilities, as well as Revenue, Expenses and Equity. Operating Expenses and Operating Income as well as Variances were reviewed and discussed. Discussion was held regarding the census and the loss to the facility of having an entire neighborhood closed due to construction.



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Motion by Craig Lively, supported by Manuel Cordova to accept the Financial Report for January 2025.

Roll Call Vote: Mr. Cordova, YES. Mr. Lively, YES. Motion Carried.

Accounts Payable: The payables for February/March 2025 were presented for the Boards' approval, in the amount of **\$377,737.91**. Motion by Craig Lively supported by Manuel Cordova to approve the February/March 2025 Accounts Payable Report as presented. **Roll Call Vote: Mr. Lively, YES. Mr. Cordova, YES. Motion Carried.**

Contracts: None

Capital Expenditures: None

New Business:

Bay Bluffs Retirement Program Update: Lisa Ashley explained what the Emmet County Defined Contribution Retirement Board is, who they are and what they do. Ms. Ashley provided a copy of the Deferred Compensation Plan Resolution and a copy of the letter from Jessica Berg, HR Director, to Bay Bluffs employees, regarding the Defined Contribution Retirement Board and the changes in the record keepers. Discussion was held regarding the Deferred Compensation Plan, the Board and the changes in the record keeper.

Motion by Craig Lively, supported by Manuel Cordova to approve and adopt the resolution regarding the 457 (b) Deferred Compensation Plan, thereby transferring responsibility of the fiduciary oversight of the 457 (b) compensation plan from the DHHS Board to the Emmet County Retirement Board.

Roll Call Vote: Mr. Cordova, YES. Mr. Lively, YES. Motion Carried.

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: Lisa Ashley reported that cabling for updates to wireless access points has been completed and devices were operational 3/6/25.

Renovation:

Apple and Birch neighborhoods – Lisa Ashley reported that renovation work in the kitchenettes and spas began 2/24. The Birch residents were required to be relocated to Apple Blossom on 3/6, after work in



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the spa room produced dust, extreme noise and fumes from the gas-powered cement cutter. Additionally, it was discovered that the spa tile floor will need to be fully replaced as plumbing adjustments are required to meet code. Estimated return to the neighborhood is mid-April, at which time the Apple Blossom Neighborhood will be vacated due to asbestos abatement that is required in the dining room. Renovation work has impacted available beds for admissions through the Apple Flooring abatement, which is anticipated to be completed by April 25th. Ms. Ashley explained that the unavailable bed plan that was submitted in January cannot be changed. We now have the staff we need but, we don't have the rooms, due to renovations. Discussion was held regarding the negative financial impact caused by the renovation issues. Ms. Ashley advised the Board that she has made an appeal to Medicaid, requesting a special allowance be approved, allowing the modification of the bed plan and she is awaiting a response.

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. Ms. Ashley anticipates a report on the bid status within the next couple of weeks.

Discussion was held regarding working on contingency plans for construction and remodel projects, going forward.

Old Business:

Michigan Earned Sick Time Act – Implementation Update:

Ms. Ashley provided information regarding the Paid Time Off and Paid Sick Leave Policy to the Board, which went into effect 2/21/25.

Executive/Administrator Evaluation Plan:

Lisa Ashley provided a copy of the Administrator Self-Evaluation Tool to the Board for their review and consideration. The Board advised that they would work on this, with the goal to have this completed by the next meeting.

Meeting Recap: Manuel Cordova reported that the Board approved the Consent Agenda, approved the financial report, and accounts payables. The Board approved the Deferred Compensation Plan Resolution and received information regarding the status of the remodeling and the Michigan Earned



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Sick Time Act. The Board will work to complete the Executive Administrator’s Evaluation Plan, with a goal to have it completed before the next Board meeting.

Adjournment: Motion by Craig Lively, supported by Manuel Cordova to adjourn the meeting at 9:16 a.m. All voted “Aye”. **Motion Carried.** The meeting adjourned at 9:16 a.m.

Upcoming Meetings: The next Regular Meeting is scheduled for April 17, 2025, at 8:00 a.m.; at the Bay Bluffs Facility.

Date

Manuel Cordova, Co-Chairperson

Date

Vicki Ulrich, Recording Secretary

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