Bay Bluffs
Emmet County Medical Care Facility

Emmet County Department of Health & Human Services Board
Board Meeting Minutes
Thursday, April 17, 2025

Carol Hansen, Chairperson called the meeting to order at 8:07 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:

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

DHHS/Bay Bluffs Board Chairperson's Report: Chairperson, Carol Hansen reported that the MDHHS Board Meeting this past Tuesday was short. We approved the financials and Manuel Cordova talked about Legislative Bills that are before the house, as well as some of the potential budget cuts and how that could negatively affect MDHHS services.

Finance Report:

Monthly Financials February 2025:

Lisa Ashley provided the monthly financials for **February 2025**, for the Board's review.

Discussion was held regarding Assets & Liabilities, as well as Revenue, Expense, Operating Expenses and Operating Income, and Variances. Ms. Ashley reported that overall year-go-date we are still in the positive with our net income. QMI and QAS was discussed in detail, regarding how it works. The QAS bed tax through Medicaid was discussed at length.

Motion by Manuel Cordova, supported by Craig Lively to accept the Financial Report for February 2025.
Roll Call Vote: Mr. Cordova, YES. Mr. Lively, YES. Carol Hansen, YES. Motion Carried.

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Lisa Ashley provided additional information on projected income, revenue and expenses for March. Overall, for the end of the 1st quarter, we have a positive net income. Ms. Ashley provided census information for March and gave a brief report on actions taken during the recent ice storm, as well as the financial impact and damage to the building and grounds.

Accounts Payable: The payables for March/April 2025 were presented for the Boards' approval, in the amount of **$326,255.73**. Motion by Craig Lively supported by Manuel Cordova to approve the March/April 2025 Accounts Payable Report as presented. **Roll Call Vote: Mr. Lively, YES. Mr. Cordova, YES. Carol Hansen, YES. Motion Carried.**

Accounts Receivable – Q1 25 Non-Collectible Report: Lisa Ashley presented the Board with a request to write off bad debt on four (4) accounts: Resident ID#s 4585, 4200, 488 and 4596, totaling $40,060.43. Ms. Ashley provided explanations and notes with respect to each account and the reason for the requested write off. Motion by Carol Hansen, supported by Craig Lively to approve the requested write offs totaling $40,060.43. **Roll Call Vote: Mr. Lively, YES. Mr. Cordova, YES. Carol Hansen, YES. Motion Carried.**

Contracts: None

Capital Expenditures: None

New Business:

Ice Storm – After Action Report: Ms. Ashley advised the Board that she and the Bay Bluffs team sheltered in place and even housed a few employees, to keep around the clock coverage at the facility. They operated strictly on generator power and provided other forms of entertainment to residents as there was no internet or Wi-Fi to provide television to the residents. A big thank you to Bay Bluffs staff who seemed to instinctively kick into emergency operations mode and the team worked seamlessly to keep everything running smoothly. Also, many thanks to Blarney Castle Oil, who came by daily to top off fuel tanks to keep the generators running without interruption.

Emergency Operations Plan Review:

Ms. Ashley reported that nursing home regulations require a detailed Emergency Operations Plan. The Fire Marshall came and reviewed the Bay Bluffs Emergency Operations Plan and did not find any problem or deficiencies with the plan. Ms. Ashley reported that the Fire Marshall invited Bay Bluffs to educate others on why it is important to follow the Emergency Operations Guidelines.

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Birch/Apple Renovation Update: Ms. Ashley reported that the goal was to update the phone system quotes but, that isn't going to happen now, due to recovery efforts from the ice storm that need to take precedence. Ms. Ashley reminded the Board that last month she talked about having to move residents out of the Birch Neighborhood, due to construction. Since then, while the Fire Marshall was in and saw that the ceiling tiles and grid have been completely removed due to construction. The Fire Marshall has advised that these ceiling tiles are a smoke and fire barrier that must always remain in place. Due to the removal of the ceiling tiles, we are now out of compliance and will likely be cited for this. Ms. Ashley advised the Board that she is trying to get more information from the Fire Marshall and the Architect, as this is going to continue to negatively affect the non-available bed plan, thereby negatively affect Bay Bluffs financially.

Discussion was had regarding why the ceiling tiles had to be removed, why Bay Bluffs was not made aware of this prior to the start of construction and who is responsible for making the decision, knowing that it is a violation of fire code and making Bay Bluffs aware so plans could be implemented to accommodate or mitigate this type of disruption and loss. Ms. Ashley plans to reach out to Dave at Emmet County and continue to seek additional information to mitigate this problem as quickly as possible.

Old Business:

Executive/Administrator Evaluation: The Board apologized for not having this evaluation completed and agreed to have it completed and handed in to Chairperson, Carol Hansen by May 1st .

Meeting Recap: Carol Hansen reported that the Board approved the financials and the payables, as well as the non-collectible write offs. The Board discussed the ice storm damage and impact. Ms. Ashley reported on the Emergency Operations Plan and renovation problems. The Board will have the Administrator Evaluation turned into me by May 1st.

Adjournment: The meeting adjourned at 9:41 a.m.

Upcoming Meetings: The next Regular Meeting is scheduled for May 15, 2025, at 8:00 a.m. at the Bay Bluffs Facility.

6/26/25
Date

Carol Hansen, Chairperson

6/26/25
Date

Vicki Ulrich, Recording Secretary

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