Bay Bluffs
Emmet County Medical Care Facility

Emmet County Department of Health & Human Services Board
Board Meeting Minutes
Thursday, May 15, 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<br>Craig Lively<br>Manuel Cordova |
| **Board Members Absent:** | None |
| **Staff Present:** | Lisa Ashley, Administrator |
| **Staff Absent:** | None |
| **Others Present:** | Don Mapes, Emmet County Commissioner<br>Vicki Ulrich, DHHS |

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

**DHHS/Bay Bluffs Board Chairperson's Report:** Carol Hansen reported that Director Clore was not at the last board meeting and Jennifer Duch, Program Manager was there in her stead. It was a short meeting. We approved the financials and things seem to be running smoothly.

**Finance Report:**
**Monthly Financials March 2025:**
Lisa Ashley provided the monthly financials for **March 2024**, for the Board's review. Discussion was held regarding Assets & Liabilities as well as Actual vs. Budget Statement of Operations ice storm expenses were reviewed and discussed and census projections by the month for 2025 were reviewed. Motion by Manuel Cordova, supported by Craig Lively to accept the Financial Report for March 2025. **Roll Call Vote: Mr. Cordova, YES. Mr. Lively, YES. Ms. Hansen, YES. Motion Carried.**

**Accounts Payable:** The payables for April/May 2025 were presented for the Boards' approval, in the amount of **$193,885.27**. Motion by Craig Lively supported by Carol Hansen to approve the April/May 2025 Accounts Payable Report as presented. **Roll Call Vote: Mr. Lively, YES. Mr. Cordova, YES. Ms. Hansen, YES. Motion Carried.**

Bay Bluffs
Emmet County Medical Care Facility

Emmet County Department of Health & Human Services Board
Board Meeting Minutes
Thursday, May 15, 2025

**Contracts:** None

**Capital Expenditures:** None

**New Business:**

**After Action Report – Ice Storm 2025:** Lisa Ashley provided a copy of the written report that included an Executive Summary, Incident Overview, Event Description, Performance Analysis, Areas of Improvement, Communications, Recovery Efforts, Lessons Learned and Recommendations. The Board reviewed the report and discussions were held about potential changes to be better prepared for any future disasters.

**Annual Health & Life Safety Inspection Report/Plans of Correction:**
Ms. Ashley provided a copy of the report to the Board for their review. Lisa explained the report to the Board and a discussion was held regarding the report findings and corrective actions.

**Facility Renovation Update - May:**
Lisa Ashley advised that there was no new activity to report with regard to Information Technology. Birch renovation is expected to be completed, with all final inspections by May 19th. Apple work begins when residents can be relocated, and fire barrier walls installed.

Approval was received for revised non-available bed plan and a building program plan to accommodate the occupancy requirements of the Medicaid Program. This will not result in significant financial gains but, is intended to limit the amount lost due to the unexpected vacancy of the neighborhoods, during renovation work. The full impact will not be known until after both areas are returned to resident use.

Common Space Refresh – the flooring bid has been accepted by the County. We are waiting on a timeline to install. The Bay Bluffs team will prepare the areas, as required for county contractors to complete the project.

**Strategic Planning Timeline:**
Ms. Ashley provided a copy of the May 2nd letter from DHHS regarding the non-available bed plans. Discussion was held regarding the plan and what the future bed plan projection will be. Lisa also provided a copy of the organizational planning chart for 2025, mapping out a strategy and explained the same to the Board.

Bay Bluffs
Emmet County Medical Care Facility

Emmet County Department of Health & Human Services Board
Board Meeting Minutes
Thursday, May 15, 2025

**Old Business**:

Executive/Administrator Evaluation Plan:

Carol Hansen reported that all of the Board members did fill out their individual evaluations and turn them into her. She has not yet compiled them into one evaluation. She will do that and have it ready for next month for a closed-door meeting with Lisa to review and discuss the evaluation.

**Meeting Recap:** Ms. Hansen reported that the Board approved the financial statements and heard about the Life & Safety Inspection Report and Renovations. She will compile the Administrator's Evaluations and have them ready for next month.

**Adjournment:** The meeting adjourned at 9:13 a.m.

**Upcoming Meetings:** The next Regular Meeting is scheduled for June 19, 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

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