Bay Bluffs
Emmet County Medical Care Facility

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

Carol Hansen, Chairperson called the meeting to order at 8:08 am at the Bay Bluffs Medical Facility, Harbor Springs, MI.

Board Members Present:	Carol Hansen Craig Lively
Board Members Absent:	Manuel Cordova
Staff Present:	Lisa Ashley, Administrator, Bay Bluffs Jessica Berg, Bay Bluffs Human Resources Director Sonja Bosley, Director of Nursing
Staff Absent:	None
Others Present:	Don Mapes, County Commissioner Vicki Ulrich, DHHS

Consent Agenda:

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

DHHS/Bay Bluffs Board Chairperson's Report: Carol Hansen advised that the DHHS Board had their last meeting on Tuesday, 10/14/25 in Boyne City. It was a fairly short meeting. Nothing to report on.

Finance Report:

Monthly Financials August 2025:

Lisa Ashley provided the monthly financials for **August 2025**, for the Board's review. The Board reviewed Assets & Liabilities, Revenue, Expenses and Census Data. Motion by Carol Hansen, supported by Craig Lively to accept the Financial Report for August 2025. **Roll Call Vote: Mr. Lively, YES. Ms. Hansen, YES. Motion Carried.**

Accounts Payable: The payables for September/October 2025 were presented for the Boards' review and approval, in the amount of **$150,716.15**. After a review of the payables, a Motion was made by Carol Hansen, supported by Craig Lively to approve the September/October 2025 Accounts Payable Report as presented. **Roll Call Vote: Mr. Lively, YES. Carol Hansen, YES. Motion Carried.**

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Contracts: Lisa Ashley presented the Emmet County 2026 Agreement for Senior Citizen Services between Bay Bluffs and County, in the amount of $23,786. The Board reviewed the contract. Motion by Carol Hansen, supported by Craig Lively to approve and sign the 2026 Agreement for Senior Citizen Services in the amount of $23,786. **Roll Call Vote: Mr. Lively, YES. Carol Hansen, YES. Motion Carried.**

Capital Expenditures: None

2026 DRAFT Census, Non-Available Bed Plan and Capital Plan:
Lisa Ashley provided the Board with the 2026 Census Projections by Month. Ms. Ashley explained her thoughts regarding the census and the bed plan for one year, which will allow Bay Bluffs time to plan for what will be the best situation for them.

Ms. Ashley also provided the Board with the Capital Improvement Plan for 2026 for their review and consideration. Discussion was held regarding the various projects, including the replacement of the walk-in freezer and the roof.

New Business:

Strategic Planning:
Lisa Ashley provided a High-Level Labor Analysis for Skilled Nursing from Plante/Moran to the Board, for their review, along with a summary of the Labor Market Study and the impact on Bay Bluffs' Strategic Plan. The key takeaways were discussed regarding the impact on Bay Bluffs and how that can and will impact the bed plan. The projection from 2020 – 2060 regarding demographics of work force to seniors is grim at 72% and the labor market is not slated to improve.

Old Business: None

Meeting Recap: Carol Hansen gave a brief recap of the meeting stating that the Board approved the Consent Agenda, Approved the Finance Report and Accounts Payable. The Board approved the contract for 2026 Senior Services with the County and talked about the 2026 non-available bed plan, Capital Improvement Plan, Strategic Planning and the Labor Market Study.

Adjournment: Motion by Craig Live, supported by Carol Hansen to adjourn the meeting at 9:22 a.m. All Voted "Aye". **Motion Carried**. The meeting adjourned at 9:22 a.m.

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

Date	Carol Hansen, Chairperson
11/20/2025	Vicki Ulrich
Date	Vicki Ulrich, Recording Secretary

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