Bay Bluffs
Emmet County Medical Care Facility

Emmet County Department of Health & Human Services Board
Board Meeting Minutes
Thursday, November 20, 2025

Manuel Cordova Co-Chairperson called the meeting to order at 8:07 am at the Bay Bluffs Medical Facility, Harbor Springs, MI.

Board Members Present:	Manuel Cordova Craig Lively
Board Members Absent:	Carol Hansen
Staff Present:	Lisa Ashley, Administrator, Bay Bluffs
Staff Absent:	None
Others Present:	Don Mapes, 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 had their last meeting on Tuesday, 11/18/25 in Petoskey. It was a short meeting. The Board voted to pay the bills and the Charlevoix Board voted to pay their MCSSA Dues for 2026. SNAP benefits error rates were discussed. Director Clore advised the Board that the Governor authorized the issuance of SNAP benefits for November, and they were paid.

Finance Report:
Monthly Financials September 2025:
Lisa Ashley provided the monthly financials for **September 2025**, for the Board's review. The Board reviewed Assets & Liabilities, Revenue, Expenses and Census Data. Lisa Ashley reported that Bay Bluffs did receive the rate reconciliation and PPE checks for last year. Discussion was held regarding the nursing budget and the Medicaid rate. Motion by Craig Lively, supported by Manuel Cordova to accept the Financial Report for September 2025. **Roll Call Vote: Mr. Lively, YES. Manuel Cordova, YES. Motion Carried.**

Accounts Payable: The payables for October/November 2025 were presented for the Boards' review and approval, in the amount of **$251,063.70**. After a review of the payables, a Motion was made by

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Manuel Cordova, supported by Craig Lively to approve the October/November 2025 Accounts Payable Report as presented. **Roll Call Vote: Mr. Lively, YES. Manuel Cordova, YES. Motion Carried.**

Contracts: Lisa Ashley presented the Nursing Home Medical Director Agreement with Sound Physician Group for the Board's consideration. Ms. Ashley explained that Dr. Blanchard has been working with Sound Physician Group out of Traverse City for some time. There are only two companies that provide these services for the Petoskey area. They have been talking about a contract with Sound Physician Group for a while now. Lisa Ashley is requesting the Board's approval to enter into a contract with Sound Physician Group for Medical Director services. Dr. Blanchard will have a cohort of colleagues supporting his efforts to maintain the highest quality of life for Bay Bluffs' residents. Motion by Craig Lively, supported by Manuel Cordova to retroactively approve entering into a contract with Sound Physician Group on 11/5/25 and authorizing Lisa Ashley to sign on behalf of Bay Bluffs Medical Facility. **Roll Call Vote: Mr. Lively, YES. Manuel Cordova, YES. Motion Carried.**

Motion by Craig Lively, supported by Manuel Cordova to authorize Lisa Ashley and Dr. Blanchard to approve the provider credentialing, at their discretion, for the term of the contract with Sound Physicians Group. All voted "Aye", **Motion Carried**.

Capital Expenditures: None

New Business:

2026 Annual Budget:

Lisa Ashley explained the 2026 Revenues, Expenses and Projected Revenue of $14,388,551. Discussion was held regarding the total expenses projected, positive net income before adjustments and the anticipated cash balance at the end of 2025. The projected cash balance at the end of 2026 is $3,424,112. The Bay Bluffs 2026 Operating Revenue and Residents Days chart was reviewed, and discussion was held regarding Medicare and Medicare Advantage plans.

Lisa reviewed the 2025 Year end and the 2026 Budget Projections with the Board. Motion by Manuel Cordova, supported by Craig Lively to approve the proposed 2026 Operating Budget**. Roll Call Vote: Craig Lively, YES. Manuel Cordova, YES. Motion Carried.**

Motion by Manuel Cordova, supported by Craig Lively to pay Emmet County $25,000 on the County Bond Repayment Agreement. **Roll Call Vote: Craig Lively, YES. Manuel Cordova, YES. Motion Carried.**

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Old Business: None

Meeting Recap: None

Adjournment: Meeting adjourned at 9:45 a.m.

Upcoming Meetings: The next Regular Meeting is scheduled for December 18, 2025, at 8:00 a.m.; at the Bay Bluffs Facility.

12-18-2025
Date

Manuel Cordova, Co-Chairperson

12-18-25
Date

Vicki Ulrich, Recording Secretary

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