Bay Bluffs
Emmet County Medical Care Facility

Emmet County Department of Health & Human Services Board
Board Meeting Minutes
Thursday, December 18, 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 Manuel Cordova Craig Lively
Board Members Absent:	None
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: Carol Hansen, Chairperson reported that the DHHS Board had their last meeting on Tuesday, 12/15/25 in Boyne City. We discussed the changes in budget allocations and the decreases in funding to child welfare.

Finance Report:

Monthly Financials October 2025:

Lisa Ashley provided the monthly financials for **October 2025**, for the Board's review. The Board reviewed Assets & Liabilities, Revenue, Expenses and Census Data. The total revenue for the period was over budget by $18,465, bringing the total YTD to a positive variance in revenue to $389,445. Net income for the period was less than budgeted, based on days of care provided during the period. YTD net income is at $516,917 as of the reporting period, a slight decrease from September.

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

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Accounts Payable: The payables for December 2025 were presented for the Boards' review and approval, in the amount of **$171,247.54**. After a review of the payables, a Motion was made by Craig Lively, supported by Carol Hansen to approve the December 2025 Accounts Payable Report as presented. **Roll Call Vote: Mr. Lively, YES. Manuel Cordova, YES. Carol Hansen, YES. Motion Carried.**

Contracts: None

Capital Expenditures: None

New Business:

2026 Annual Meeting Schedule:

Lisa Ashley presented the 2026 meeting schedule for the joint DHHS Board meetings and the Bay Bluffs Board meetings, for the Board's review and consideration. The Board felt that the schedule was fine and did not request any changes.

Annual Calendar of Board Topics:

Lisa Ashley provided the Board with an Annual Calendar of Activities for Bay Bluffs, which Charted by month, the different policies, presentations, reviews and requirements that the Board will be addressing throughout the year.

Old Business: None

Meeting Recap: None

Adjournment: Meeting adjourned at 8:38 a.m.

Upcoming Meetings: The next Regular Meeting is scheduled for January 22 2026, at 8:00 a.m.; at the Bay Bluffs Facility.

Date — Carol Hansen, Chairperson

1-22-26
Date — Vicki Ulrich, Recording Secretary

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