Bay Bluffs
Emmet County Medical Care Facility

Emmet County Department of Health & Human Services Board
Board Meeting Minutes
Thursday, January 22, 2026

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 Paul Borchers
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:
Manuel Cordova motioned to approve the Consent Agenda, Carol Hansen supported, no further discussion. **Motion carried unanimously.**

Election of Chairperson: Motion by Manuel Cordova, supported by Carol Hansen, to appoint Carol Hansen as the Chairperson for 2026. All voted "Aye". **Motion Carried**.

DHHS/Bay Bluffs Board Chairperson's Report: Carol Hansen, Chairperson reported that the DHHS Board meeting was held January 13th. It was a short meeting. The Board had a discussion about paying for camp registrations for children to attend faith-based camps and whether that was a violation of church and state. Danielle Sirianni and Mike Frederick appeared virtually and gave a presentation regarding MCSSA and the services they provide to DHHS Boards.

Finance Report:
Monthly Financials November 2025:
Lisa Ashley provided the monthly financials for **November 2025**, for the Board's review. The Board reviewed Assets & Liabilities, Revenue, Expenses and Census Data.

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Motion by Manuel Cordova, supported by Carol Hansen to accept the Financial Report for November 2025. **Roll Call Vote: Manuel Cordova, YES. Carol Hansen, YES. Paul Borchers, YES. Motion Carried.**

Accounts Payable: The payables for December 2025/ January 2026 were presented for the Boards' review and approval, in the amount of **$326,395.04**. After a review of the payables, a Motion was made by Carol Hansen, supported by Manuel Cordova to approve the December 2025/January 2026 Accounts Payable Report as presented. **Roll Call Vote: Paul Borchers, YES. Manuel Cordova, YES. Carol Hansen, YES. Motion Carried.**

Census Projections by Month: Lisa Ashley provided the Board with historical census data from 2017 through 2025 as well as a census projection, by the month for 2026. The Board reviewed the information, and a brief discussion was held regarding the data.

Contracts:

ALTCC Contract: Lisa Ashley provided a copy of the ALTCC, Alt Long Term Care Consulting Contract, which is an Engagement Agreement for Services, with ALTCC that include, but are not limited to month-end accounting and financial reporting activities, preparation of month-end financial statements to be presented at the Emmet County DHHS Board meetings, engagement in financial and operational strategic discussions with management, and support of year-end reporting (facilitating and providing supporting documentation to external parties preparing the financial statement audit and cost reporting). Costs for this service will run between $2,500 and $4,500 per month. Ms. Ashley advised that she had budgeted $3,500 per month for this contract. It is necessary to enter into this contract, as Mike Greer is preparing to retire. Phillip Alt is the Managing Director of ALTCC and comes highly recommended by Mike Greer. **Motion** by Carol Hansen, supported by Paul Borchers to approve entering into this contract and authorize Lisa Ashley to sign the contract for consulting services with ALTCC, pending confirmation of appropriate liability insurance. **ROLL CALL:** Manuel Cordova, YES. Paul Borchers, YES. Carol Hansen, YES. **Motion Carried.**

Plante/Moran Audit Contract: Lisa Ashley provided a copy of the Plante/Moran contract to audit Bay Bluff's financial statements as of and for the year ended December 31, 2025. The fee for this engagement is $38,500, plus all reasonable and necessary out-of-pocket costs incurred. The additional Costs to range from $3,000 - $5,000, depending on the amount of analysis and assistance incurred. **Motion** by Manuel Cordova, supported by Paul Borchers to approve the Plante/Moran Contract for auditing services for 2025, dated 12/29/25 and authorize Lisa Ashley to sign the contract. **ROLL CALL:** Manuel Cordova, YES. Paul Borchers, YES. Carol Hansen, YES. **Motion Carried.**

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Plante/Moran GASB 68 Contract related to December 31, 2025: Lisa Ashley provided the Board with a copy of the GASB 68 contract, estimating the fee for engagement will range from $3,500 to $5,000, depending on the amount of information to be analyzed and the time in which Plante/Moran incurs. **Motion** by Manuel Cordova, supported by Paul Borchers to approve the GASB 68 Contract for 2025 and authorize Lisa Ashley to sign the contract. **ROLL CALL:** Manuel Cordova, YES. Paul Borchers, YES. Carol Hansen, YES. **Motion Carried.**

Plante/Moran Contract for Cost Reports for year-ending December 31, 2025: Lisa Ashley provided a copy of the Contract for Cost Reports through Plante/Moran for year ending December 31, 2025. The estimated fee for these services is $11,750 plus all reasonable and necessary travel and out-of-pocket costs incurred. The cost reports will include Medicaid Skilled Nursing Facility Cost Report and Medicare Skilled Nursing Facility CMS Form 2540-24. **Motion** by Manuel Cordova, supported by Carol Hansen to approve the contract with Plante/Moran for cost reports for year ending December 31, 2025, and authorize Lisa Ashley to sign the contract. **ROLL CALL:** Manuel Cordova, YES. Paul Borchers, YES. Carol Hansen, YES. **Motion Carried.**

Capital Expenditures: None

New Business:

Rules of Procedure Annual Review:

Lisa Ashley provided a copy of the Emmet County Department of Human Services Board Rules of Procedure for the Board's Review. **Motion** by Manuel Cordova, supported by Carol Hansen to approve and adopt the DHHS Rules of Procedure. All voted "Aye". **Motion Carried**.

2026-2030 Strategic Planning: Lisa Ashley gave a brief description regarding strategic planning, stating that in the past, Bay Bluffs was in "survival mode" and it was difficult to accomplish strategic planning due to financial constraints and Covid. However, Bay Bluffs is in a much better place now and we need to have real conversations about our goals, our direction, staff education, the building, keeping in mind that quality of care is always going to be the most important thing. A brief discussion was held regarding the available bed plan and how that plays into strategic planning and goals.

Work in Progress – Capital Projects 2026: Lisa Ashley gave the following reports:
Information Technology: Phase 1 nurse call system upgrade was completed, and Phase 2 is slated for this quarter.

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Common Space Refresh: Plan for painting and starting to replace old furniture will be ready for discussion in the later part of the first quarter of 2026.

HVAC System & Roof Replacement: The county is developing RFP for roof replacement project which will also include replacement of several HVAC units as well. RFP will be posted to County website for open bidding when completed. Anticipate roof project to occur throughout the summer months 2026.

Resident Room Refresh: Plans are underway for refreshing resident rooms on Trillium and Lilac, including paint, stripping and resealing floors and replacing furniture. Room refresh scheduled to begin March 2026.

Old Business: None

Meeting Recap: Chairperson, Carol Hansen reported that we approved the Consent Agenda and the Financials and Accounts Payable, elected a chairperson for 2026, approved Contracts with ALTCC and Plante/Moran, Approved Rules of Procedure for 2026.

Adjournment: **Motion** by Carol Hansen, supported by Manuel Cordova to adjourn the meeting. All voted "Aye". **Motion Carried**. Meeting adjourned at 9:22 a.m.

Upcoming Meetings: The next Regular Meeting is scheduled for February 26, 2026, at 8:00 a.m.; at the Bay Bluffs Facility.

2/26/26
Date

Carol Hansen, Chairperson

2/26/26
Date

Vicki Ulrich, Recording Secretary

Copies to: Carol Hansen, Manny Cordova, Paul Borchers, and Lisa Ashley.