Bay Bluffs
Emmet County Medical Care Facility

Emmet County Department of Health & Human Services Board
Board Meeting Minutes
Thursday, March 26, 2026

Carol Hansen, Chairperson called the meeting to order at 8:10 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:	Jessica Berg – HR Director
Staff Absent:	Lisa Ashley – Administrator
Others Present:	Don Mapes, County Commissioner

Consent Agenda:

Mr. Cordova motioned to approve the Consent Agenda, Ms. Hansen supported, no further discussion. **Motion carried unanimously.**

DHHS/Bay Bluffs Board Chairperson's Report: No report.

Finance Report:

Monthly Financials January 2026:

Ms. Hansen reviewed the monthly financials for **January 2026**.

Motion by Mr. Cordova, supported by Ms. Hansen to accept the Financial Report for January 2026. **Roll Call Vote: Manuel Cordova, YES. Carol Hansen, YES. Paul Borchers, YES. Motion Carried.**

Accounts Payable: The payables for March 2026 were presented for the Boards' review and approval, in the amount of **$287,210.96**. After a review of the payables, a Motion was made by Mr. Cordova, supported by Mr. Borchers to approve the January 2026/February 2026 Accounts Payable Report as presented. **Roll Call Vote: Paul Borchers, YES. Manuel Cordova, YES. Carol Hansen, YES. Motion Carried.**

Contracts: None

Capital Expenditures: None

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New Business:

Facility Assessment Review:_Review was tabled until April 2026 meeting.

Work in Progress: Reviewed WIP report provided in meeting packet.

Old Business:

Rules of Procedure – 2025 Final Review and Approval: No changes were presented.

Mr. Cordova motioned to approve Facility Assessment as presented, Ms. Hansen supported, no further discussion. **Motion carried unanimously.**

Meeting Recap: Consent agenda was approved along with the Finance and AP reports. The Board tabled the Facility Assessment discussion until staff could be present. They did approve the Rules of procedure for 2026.

Adjournment: **Motion** by Mr. Cordova, supported by Ms. Hansen to adjourn the meeting. All voted "Aye". **Motion Carried**. Meeting adjourned at 8:23am.

Upcoming Meetings: The next Regular Meeting is scheduled for April 23, 2026, at 8:00 a.m.; at the Bay Bluffs Facility.

4/23/26
Date

Carol Hansen, Chairperson

4-23-26
Date

Manny Cordova, Interim Recording Secretary

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