Bay Bluffs
Emmet County Medical Care Facility

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

Carol Hansen, Chairperson called the meeting to order at 8:03 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.**

DHHS/Bay Bluffs Board Chairperson's Report: Carol Hansen, Chairperson reported that at the last DHHS Board meeting, the topic of discussion was regarding whether the DHHS Boards could or should continue to pay camperships for faith-based camps. It was the opinion of the Board to continue as we have. Manuel Cordova added that the camperships are donated to the families and the families choose the camp. Therefore, the DHHS Boards are not supporting any particular camp .

Finance Report:

Monthly Financials December 2025:

Lisa Ashley provided the monthly financials for **December 2025** for the Board's review. The Board reviewed Assets of 5.23 million, with 3.64 million in cash, Liabilities of 2.6 million, Revenues, which were over budget by $669,464, and Expenses, with YTD net income at a positive $439,130.

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

Bay Bluffs
Emmet County Medical Care Facility

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

Accounts Payable: The payables for January 2026/ February 2026 were presented for the Boards' review and approval, in the amount of **$261,435.67**. After a review of the payables, a Motion was made by Manuel Cordova, supported by Carol Hansen 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

New Business:

Administrative Policy/Procedure Review (including Abuse, Neglect Prevention Program):
Lisa Ashley provided a list of Bay Bluffs Policies and explained that each is related to a regulatory requirement. The Board was also provided with a copy of the Governing Board Policy Explanation and Compliance Guidelines, as well as a copy of the Abuse, Neglect, & Exploitation Prevention Program Policies and Procedures. Ms. Ashley also provided a copy of the Facility Assessment Policy Interpretation and Implementation, which she explained is important as the Board makes decisions regarding the non-available bed plan.

Work in Progress: Facilities Report February 2026:
Information Technology: Phase 1 nurse call system upgrade was completed, and Phase 2 is slated for this quarter. The telephone system upgrade is slated for the first quarter 2026 implementation.

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 working on the RFP for the roof replacement project. The bid opening should be taking place today. The HVAC RFP is also in process and should be posted for work simultaneously with the roof replacement.

Sprinkler System Repairs: A room in Birch is unable to be used, due to leaking sprinkler system pipes and repairs are scheduled this week for the sprinkler system which is the second room in this Neighborhood to have issues. The contractor has been asked to repair as well as inspect and evaluate all other pipes in this area.

Bay Bluffs
Emmet County Medical Care Facility

Emmet County Department of Health & Human Services Board
Board Meeting Minutes
Thursday, February 26, 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:

Rules of Procedure – 2025 Final Review and Approval:

Ms. Ashley asked the Board if there were any questions, concerns or issues with the Rules of Procedure as written. The Board did not have any questions. However, discussion was held regarding the Board stipends and how those are paid to Board Members.

Meeting Recap: Chairperson, Carol Hansen reported that they approved the Consent Agenda, the Financials and Accounts Payable. The Board also reviewed Policies as well as the Work in Progress Report.

Adjournment: **Motion** by Manuel Cordova, supported by Carol Hansen to adjourn the meeting. All voted "Aye". **Motion Carried**. Meeting adjourned at 9:20 a.m.

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

3/26/26
Date

Carol Hansen, Chairperson

Date

Vicki Ulrich, Recording Secretary

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