Bay Bluffs
Emmet County Medical Care Facility

Emmet County Department of Health & Human Services Board
Board Meeting Minutes
Thursday, April 23, 2026

Carol Hansen, Chairperson called the meeting to order at 8:09 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 Terri Hendricks
Staff Absent:	None
Others Present:	Don Mapes, County Commissioner

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: Brief discussion on last join DHHS meeting; no new updates since March.

Finance Report:

Monthly Financials February 2026:

Lisa Ashley provided the monthly financials for **February 2026** for the Board's review. The Board reviewed Assets of $5.23 million, with $3.64 million in cash, liabilities of $2.6 million. No significant budget variances. Census was lower than projected based on a COVID outbreak impacting long term and rehab care neighborhoods.

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

Accounts Payable: Packets for March payables were brought to the meeting for review/approval. Mr. Borchers will review details of invoices/payments made for that period.

A motion was made by Mr. Cordova, supported by Ms. Hansen to approve the $287,210.96 balance of accounts payable with condition that there are no concerns raised by Mr. Borchers upon his review. **Roll Call Vote: Manuel Cordova, YES. Carol Hansen, YES. Paul Borchers, YES. Motion Carried.**

Accounts Receivable First Quarter Review: Ms. Ashley provided a brief review of potential uncollectible accounts for the first quarter of 2026. She requested the Board consider approval of an open resident balance of $1,421 deemed uncollectible by the Billing Coordinator, approved by the Administrator. A motion was made by Mr. Cordova, supported by Ms. Hansen to approve the recommended write-off amount. **Roll Call Vote: Manuel Cordova, YES. Carol Hansen, YES. Paul Borchers, YES. Motion Carried.**

Contracts: None

Capital Expenditures: None

New Business:
Facility Assessment: Lisa Ashley presented the annual review of the Facility Assessment which is required by the Centers for Medicare and Medicaid Services. This document provides a brief overview of services, staffing, and strategic initiatives for the organization. The document is updated regularly as changes may arise and is available for regulatory agencies to review on request.

Work in Progress: Lisa Ashley provided a brief overview of the current and upcoming facility projects including dates for install of new phone system and status of major roof replacement and HVAC projects.
Old Business: None

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 May 21, 2026, at 8:00 a.m.; at the Bay Bluffs Facility.

5/21/26
Date

Carol Hansen, Chairperson

5/21/26
Date

Terri Hendricks, Recording Secretary

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