



Emmet County Department of Health & Human Services Board

Board Meeting Minutes

Thursday, May 21, 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
Terri Hendricks

Staff Absent: None

Others Present: Don Mapes, County Commissioner
Mike Greer, Contract Accountant

Consent Agenda:

Manuel Cordova made motion to accept the Consent agenda and Carol supported to approve the Consent Agenda. Lisa Ashley asked to modify the meeting agenda to include two additional items under the Financial Report. Members approved these additions. **Motion carried unanimously.**

DHHS/Bay Bluffs Board Chairperson's Report:

DHHS meeting was held Tuesday, May 19, 2026 in Petoskey . Nothing new per Mr. Cordova just a reminder of the MCSSA Legislative Conference and the MCSSA Annual Conference will be September 14-15, 2026 in Frankenmuth.

Finance Report:

Monthly Financials April 2026: Lisa Ashley and Mike Greer provided the monthly financials for **March 2026** for the Board's review. The Board reviewed details regarding assets, liabilities and monthly expenses/income which included \$5.185 million with \$3.50 million in cash. Total liabilities are \$2.78 million.

Motion by Carol Hansen, supported by Paul Borchers to accept the Financial Report for March 2026.

Roll Call Vote: Manuel Cordova, YES. Carol Hansen, YES. Paul Borchers, YES. Motion Carried.



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Accounts Payable: The payables for April 2026 were presented for the Boards' review and approval, in the amount of \$259,859.99. After a review of the payables, a Motion was made by Carol Hanson, supported by Manuel Codova to approve the April/May 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

IRS Responsible Party Change: Ms. Ashley presented a letter to be signed and send to the IRS to change contact person. Motion for approval by Manuel Cordova supported by Carol Hansen. Motion approved unanimously.

Non Available Bed Plan Projected Policy Changes: Lisa provided the Board with a summary of potential policy changes being considered by the State of Michigan regarding nursing home Non Available Bed Plans. These changes may force Bay Bluffs to consider returning a bed from each double occupancy room (those rooms with a curtain divider). Further discussion on this topic will be held at the July meeting.

New Business:

Annual Survey Update: State surveyors were at the building from May 11 – 13. There were no significant violations identified and no concerns with resident quality of care. Official results of the survey will be provided to the Board when received.

Work in Progress: The telephone system installation was overall a success. Nurse call system and wander management technology scheduled for June -August 2026. HVAC Systems and roof replacement plans are awaiting the contractors approval at Health Facilities Engineering Section and Bureau of Fire Safety.

Emergency Operations Plan Review: Lisa presented the Emergency Operations Plan 2026 in the meeting packet for annual review and consideration. The Board reviewed the rapid response guides and discussed making the plan available for resident families.



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Old Business:

None

Public Comment:

Lisa took the floor to thank Mike Greer for years of support. Happy Retirement again.

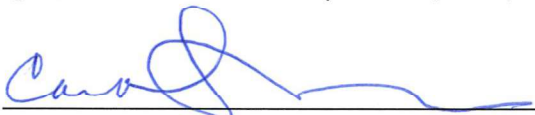
Meeting Recap:

Consent agenda was approved along with the financial reports and Emergency Operations Plan. We should have the survey results for next meeting.

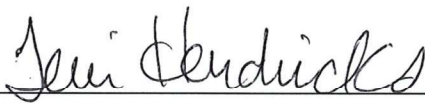
Adjournment: Motion by Carol Hansen, supported by Manual Cordova to adjourn the meeting. All voted "Aye". **Motion Carried.** Meeting adjourned at 9:37 a.m.

Upcoming Meetings: The next Regular Meeting is scheduled for Thursday June 18, 2026; at the Bay Bluffs Facility.

6/18/26
Date


Carol Hansen, Chairperson

6/18/26
Date


Terri Hendricks, Recording Secretary

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

