Bay Bluffs
Emmet County Medical Care Facility

Emmet County Department of Health & Human Services Board
Board Meeting Minutes
Thursday, June 18, 2026

Carol Hansen, Chairperson called the meeting to order at 8:01 am at the Bay Bluffs Medical Facility, Harbor Springs, MI.

Board Members Present:	Carol Hansen Paul Borchers
Board Members Absent:	Manual Cordova
Staff Present:	Lisa Ashley, Administrator Terri Hendricks
Staff Absent:	None
Others Present:	Don Mapes, County Commissioner Phil Alt –Contract Accountant-via zoom

Consent Agenda: Carol Hansen made motion for accepting consent agenda and Paul Borchers supported to approve the Consent Agenda, no further discussion. **Motion carried unanimously.**

DHHS/Bay Bluffs Board Chairperson's Report: DHHS meeting held Tuesday, June 21, 2026. Per Carol Hansen the DHHS Board discussed Elder Abuse week.

Finance Report:

Monthly Financials April 2026: Lisa Ashley provided the monthly financials for April 2026 for the Board's review. The Board reviewed details regarding assets, liabilities and monthly expenses/income which included $5.14 million with $3.20 million in cash. Total liabilities are $2.9 million. Phil Alt provided additional insights regarding finacial position, census, and comparison data. This information will be provided on a monthly basis.

Motion by Carol Hansen, supported by Paul Borchers to accept the Financial Report for April 2026. **Roll Call Vote 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, June 18, 2026

Accounts Payable: The payables for May/June 2026 were presented for the Boards' review and approval, in the amount of $524.284.87. After a review of the payables, a Motion was made by Carol Hanson, supported by Paul Borchers to approve the May/June 2026 Accounts Payable Report as presented. **Roll Call Vote: Paul Borchers, YES. Carol Hansen, YES. Motion Carried.**

Contracts: None

Capital Expenditures: None

New Business:

Health and life safety surveys: Annual Survey Results for both health and life safety surveys were reviewed. No significant harm or deficiencies were identified. CMS reports were provided for the board. All data in the CMS survey is publicly available at www.nursinghomecompare.com

Administrative staff: Lisa provided a brief overview of the current Administrative/Business Office staff, reporting on changes in duties, additions to the HR team, and an update on the Payroll position new hire.

Board Stipend Process: the board reviewed the Stipend Process and agreed to quarterly payments for 2026 with first payments available at July meeting.

Annual Audit Presentation: The 2025 Financial Audit was presented by Nick Maeder with Plante Moran . The audit was "clean" with no significant findings and compliance with all GASB related and standard accounting principles.

Work in Progress: Facilities Report JUNE 2026: Nurse call system and wander management technology scheduled for August 2026. Roof replacement plans are slated to start mid-July . HVAC plan has been approved by required state agencies and awaiting start date. Computer replacement plan finally on a reasonable cycle so devices are being replaced annually based on age versus crisis.

Bay Bluffs
Emmet County Medical Care Facility

Emmet County Department of Health & Human Services Board
Board Meeting Minutes
Thursday, June 18, 2026

Old Business

None

Public Comment:

None

Meeting Recap:

Consent agenda was approved along with the financial reports and received the Annual Audit for 2025 from Nick Maeder with Plante Moran.

Adjournment: **Motion** by Carol Hanson, supported by Paul Borchers to adjourn the meeting. All voted "Aye". **Motion Carried**. Meeting adjourned at 10:00 a.m.

Upcoming Meetings: The next Regular Meeting is scheduled for Thursday July 23, 2026; at the Bay Bluffs Facility.

7/23/26
Date

Carol Hansen, Chairperson

7/23/26
Date

Terri Hendricks, Recording Secretary

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