Emmet County Department of Health & Human Services Board
Board Meeting Minutes
Thursday, September 17, 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 Manuel Cordova Paul Borchers
Board Members Absent:	None
Staff Present:	Lisa Ashley, Administrator, Bay Bluffs Terri Hendricks, Recording Secretary
Staff Absent:	None
Others Present:	Phil Alt, Contract Accountant

Consent Agenda: Lisa Ashley requested to update the meeting agenda with items related to an updated MDOT Master Agreement, results of the 2026 Resident/Family Satisfaction Survey, and the latest CMS Five Star Nursing Home Report.

Manuel Cordova motioned to approve the Consent Agenda as amended, Carol Hansen supported, no further discussion. **Motion carried unanimously.**

DHHS/Bay Bluffs Board Chairperson's Report: The MCSSA Legislative Conference and MCSSA Annual Conference summary was provided by Carol and Manny. MCSSA engagement continues to grow thanks to committee leadership.

Finance Report:

Monthly Financials July 2026: Lisa Ashley along with Phil Alt provided the monthly financials for **July 2026** for the Board's review. The board reviewed details regarding assets, liabilities and monthly expenses/income which includes total assets of $4.7million with $2.83 million in cash and total liabilities of $2.5 million. No significant variances from budget with exception of census days/days of care provided and the impact of the Medicaid rate reconciliation.

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

Accounts Payable: The payables for August/September 2026 were presented for the Boards' review and approval, in the amount of **$522,911.72**. After a review of the payables, a Motion was made by Manuel Cordova, supported by Paul Borchers to approve the August 2026/September 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:

Work in Progress: Facilities Report September 2026: Joe Wolshon - Director of Maintenance presented information on the roof repairs and the HVAC systems. The roof repairs are complete. Joe reported that the roof project is not yet finalized as several items are being addressed on the final punch list. The HVAC systems should be completed in the spring as they are on backorder. Courtyard renovations are near completion with final completion in the spring of 2027.

Resident/Family Satisfaction Survey: Lisa presented the resident/family satisfaction survey for 2026, sharing feedback from 40 individuals on topics ranging from dining/meals to nursing services and care communication. Overall the survey results are similar to years past despite the new survey format. The QAPI Committee and Resident Council will be reviewing results as well and identifying areas for improvement.

MDOT Master Agreement Resolution: Lisa presented the FY27 MDOT Master Agreement for review/discussion. Bay Bluffs engages with MDOT for funding of vehicles and is up for potential vehicle replacement in 2027. **On a motion by Mr. Cordova, supported by Ms. Hansen, the MDOT Master Agreement resolution was approved as presented.**

Strategic Planning: Short Term Non-Available Bed Plan: Lisa and Phil provided an update on the state Non-Available Bed Plan interim policy and draft concepts of bed capacity during the short-term (October – December 2026) and 2027 timeframes. The Board discussed several options with a final short-term report provided at the next meeting.

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Old Business: None

Meeting Recap: Chairperson, Carol Hansen reported that they approved the Consent Agenda, the Financials and Accounts Payable. The Board also reviewed MDOT policy as well as satisfaction survey results.

Adjournment: **Motion** by Manuel Cordova, supported by Carol Hansen to adjourn the meeting. All voted "Aye". **Motion Carried**. Meeting adjourned at 10:20 a.m.

Upcoming Meetings: The next Regular Meeting is scheduled for October 29, 2026, at 8:00 a.m.; at the Bay Bluffs Facility.

_____ _____
Date Carol Hansen, Chairperson

_____ _____
Date Terri Hendricks, Recording Secretary

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