

**Emmet County Department of Human Services  
Board Meeting Minutes  
February 19, 2009**

**Board Members present:** Fred Rogers, Board chairperson  
Mary Horan, Board vice-chairperson  
Patricia Frisbey, Board member

**Board Member absent:** None

**Staff Members present:** Diana L. Bailey, LNHA, MBA, Executive Director  
Michael Greer, CPA, Director of Financial Services  
Janet R. VandenBerg, ALS, Executive Assistant

**Staff Members absent:** None

**Others present:** Leroy Gregory, Board Liaison/County Commissioner  
Jill Rogala, Insurance Agent

Fred Rogers, board chairperson called the meeting to order at 10:02 a.m.

I. **PUBLIC COMMENT:** None

II. **SCHEDULED APPEARANCE(S):** Jill Rogala

Ms. Rogala distributed a summary of the facility insurance policies, which did not include workers compensation or group health. She explained the basis for the costs, what coverages we have, what the deductibles were, etc. She also explained that because of the major purchase in computer equipment, Bay Bluffs should consider a Technology Errors & Omissions Policy. Further discussion held and Jill answered questions from the board members.

III. **APPROVAL OF MINUTES:**

Mr. Rogers asked if there were any additions or corrections to the meeting minutes of January 15, 2009.

**Mrs. Horan made a motion to accept the meeting minutes as distributed and supported by Mrs. Frisbey. Voice votes taken and motion carried.**

IV. **EXECUTIVE DIRECTOR :**

A. **Smoking Policy** – Mrs. Bailey reviewed the revisions under section 4 to the policy with the board. Kathy Abbott has reviewed and approved. Discussion held and recommended to make a couple of grammatical changes. Mrs. Bailey stated the Facility would become a smoke-free building and grounds as of July 4, 2009. This policy will go into the next paycheck.

**Mrs. Horan made a motion to approve the existing smoking policy as amended by section 4 and supported by Mrs. Frisbey. Voice votes taken and motion carried.**

- B. **Mission Statement** – Mrs. Bailey reviewed the suggested mission statements from staff members and residents, and discussion held.

**Mrs. Horan made a motion to the original mission statement to read as follows. “Bay Bluffs – ECMCF is dedicated to providing the highest possible standards in care-giving while preserving the individual quality of life for its residents”, and Patricia Frisbey supported motion. Voice votes taken and motion carried.**

- C. **Strategic Plan** – Mrs. Bailey reviewed the Strategic Plan with the Board. Discussion held. Mrs. Bailey mentioned that the committee consisted of Dick Bidstrup, Mary Horan and herself and they met three times. She also met prior to the committee meeting with management & staff to hear their suggestions and recommendations.

Board Recommendations:

-Under “Vision”, on Page 3, suggestion was that we add – “Maintaining homelike eco-friendly environment”.

Plan Review:

- On Page 5, under Growth & Innovation, we are currently in the process of **updating our medical records system**, which is a huge jump forward. We are very excited about that as we continue with training and coordinating with all the groups that will be involved.

-Our **current construction millage** for the building will be maturing November of 2011. So at that point, we need to start looking at and working with the county to determine if we are going to go after another millage at that time. The ideal point would be to have some initial blueprints made up so that we can have some idea of where we want to go, so if we do receive the millage at that time, which obviously will depend upon the economy. Mrs. Horan mentioned she thought the Kresge Foundation does provide grants for planning. Mrs. Bailey mentioned we cannot supply the need right now and will continue to grow as the population grows.

-On Page 6, the Review of the Updated **Certificate of Need Process** is that our goal is to sustain over 97% occupancy for a 12-quarter period. At that point, it will allow us to take twenty general population beds not regulated under categories listed. Brief discussion as to the property description attached to the Strategic Plan.

-Mrs. Bailey also mentioned the grants and subsidies that are available for **green buildings**.

-She is also working on getting at least one perfect **annual survey**.

-Mrs. Bailey has provided Lyn Johnson with information on what **needs updating within the present building**.

- There are **subsidies available** for assisted living, through HUD, etc. but not in the plans at this point.

-On Page 7, #4 is a current list of requests for **the Facility recommended by staff**. This includes making the smaller rooms we presently have as single occupancy and request an additional 10 beds. As our population grows and technology is growing, so is the size of the equipment and amount of equipment residents need. We continually have a large request for private rooms and presently we have two. We would also appreciate a basement with area for storage; move the student classrooms and conference area downstairs, and an area for showers for staff, which we presently do not have. Expanding the

laundry area so everything could be done in-house where presently between 50-70% is taken to Northern Michigan Regional Hospital, but the equipment is very expensive. Additional dining room space for Apple Blossom and Wildflower Lanes residents is needed, to relocate our Therapy Area and an expansion of the existing chapel, which we could maneuver by taking out the wall where the kiln is right now, and move the kiln to an area away from residents, and finally a Senior Wellness Center.

-Mrs. Bailey then stated she would like **the Board's guidance** on whether to present this to the Building & Grounds Committee, or should we wait a little while longer. She feels a DHS board member should go with her to that meeting, and would like Dick Bidstrup and/or Scott Pearson to be present as well. Mr. Rogers then felt that since Mrs. Horan is already on the committee she should be the one to attend these meetings with Mrs. Bailey.

- Mrs. Bailey also stated she felt we should start getting involved and have ideas in place so that we can get blueprints because many grants require those to fund these types of grants. Mrs. Horan mentioned we would need a certified architect for green buildings and since there are fewer, it would eliminate some due to this required certification.

-Mrs. Bailey will contact the County to see when the next **Building & Grounds Committee** is meeting.

V. **DIRECTOR OF FINANCIAL SERVICES –**

A. **Cash Report** – Mike Greer distributed copies in packets of the Cash Report ending January 31, 2009. Mr. Greer reviewed with the board the report, and answered questions.

B. **Financial Report** – Mr. Greer also distributed copies in packets of the Financial Report ending December 31, 2008. Discussion held and questions answered.

**Mrs. Horan made a motion to accept the Cash Report ending January 31, 2009 and the Financial Report ending December 31, 2008 as distributed and supported by Mrs. Frisbey. Voice votes held and motion carried.**

C. **Accounts Payable/Pre-Pays** – These items were discussed at the Finance Meeting earlier today as follows: **01/23/09 - \$51,806.12; 02/06/09 - \$246,604.68; and 02/19/09 - \$227,778.14 for a total of \$526,188.94.**

**Mrs. Horan made a motion to approve bills for February as presented for payment. Mrs. Frisbey supported the motion. Roll call vote taken – Fred Rogers (YES), Mary Horan (YES), and Patricia Frisbey (YES). Roll call vote carried.**

D. **Expense Report** – Mr. Greer distributed the revised expense report to the board members.

E. **Software Purchased** – Mr. Greer mentioned that since we have the 501(c)(3) Foundation designation the Facility has saved around \$15,000 for software at a cost of \$1,000.

VI. **OLD BUSINESS** – Mrs. Bailey mentioned the in-house construction going on in regards to Apple Blossom Dining Room expansion. She explained that we needed state approval, which has been received, to make the current living room into a resident room with two beds and then knock out the wall between the existing dining room and the resident room next to it. Mrs. Bailey also brought the Board up-to-date on the Optimus program.

VII. **NEW BUSINESS** – Mrs. Bailey brought to the Board’s attention the issue with the dish machine from Hobart in the Alzheimer’s Unit and what the damage has been to the flooring and lower cabinets. She has scheduled individuals to come in and give her bids to replace these cabinets with stainless steel and will e-mail the board for approval.

VIII. **NEWSPAPER ARTICLES / LETTERS** – Mrs. Bailey mentioned the numerous memorial donations received to date from families and friends of residents who have recently passed away.

**ADJOURNMENT** – Mrs. Frisbey made a motion, supported by Mrs. Horan to adjourn the meeting at 11:46 a.m.

X. **NEXT MEETING** – The next regular scheduled meeting is for Thursday, March 19, 2009 with the Finance Meeting at 8:45 a.m. and the Board Meeting at 10 a.m.

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Date Fred Rogers, ECDHS Board Chairperson

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Date Diana L. Bailey LNHA, MBA, Executive Director  
Designated Secretary to the ECDHS Board

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Date Janet R. VandenBerg ALS, Recording Secretary

pc: Fred Rogers, Mary Horan, Patricia Frisbey, Kathy Abbott, Leroy Gregory, Toni Wiltse, Gail Martin, Noreen Strange, and Jack Jones