



Bay Bluffs – ECMCF
Emmet County Department of Health & Human Services Board
Board Meeting Minutes
April 27, 2017

Marie Wayman, Board Chair, called the meeting to order at 10:02 a.m. at Bay Bluffs – ECMCF in the Conference Room.

- Board Members Present:** Marie Wayman
Gayle Mroczkowski
Liz Horrom
- Staff Present:** Michael Greer, Chief Financial Officer
Lisa Ashley, Administrator
Kristen Smith, Administrative Assistant
- Others Present:** Robert Engel, Civil Counsel
Charlie MacInnis, Liaison to Board/County commissioner
- Others Absent:**
- Guest(s)/Others Present:** Kathe Shaw, MDS Coordinator

Consent Agenda: The consent agenda included the meeting agenda, Facility Reported Incidents, the minutes from the March 16 meeting and the March 13 special meeting.

Mr. Engel requested a correction on the March 13 special meeting minutes in regards to the time and location of the meeting. Ms. Mroczkowski motioned to approve the consent agenda with the correction to the March 13 special meeting minutes. Ms. Horrom supported the motion. The motion carried by consensus.

Chief Financial Officer's Report

- **Financial Dashboard**
 - **March 2017 Cash Report:** The cash report for the month ending March 31, 2017 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.
 - **February 2017 Financial Report:** The financial report for the month ending February 28, 2017 was included in packets as well. Mr. Greer reviewed and explained this report to the Board.

Ms. Mroczkowski motioned to approve the financial report. Ms. Horrom supported. Voice vote taken, motion carried by consensus.

○ **Payables:**

The April payables presented were approved for the period ending April 20, 2017 in the amount of \$520,232.58.

Ms. Mroczkowski motioned to approve the payables as presented and reviewed by the Board. Ms. Horrom supported; no further discussion. Roll call votes taken Marie Wayman (Yes) Gayle Mroczkowski (Yes) Liz Horrom (Yes). Motion carries.

○ **Contracts:**

○ **RSVP:** Ms. Ashley presented a Memorandum of Understanding between Friendship Centers of Emmet County Retired and Senior Volunteer Program (RSVP) and Bay Bluffs. She requested that the Board review the MOU and approve it. Ms. Horrom motioned to approve and sign the Memorandum of Understanding. Ms. Mroczkowski supported; no further discussion. Voice votes taken, motion carried by consensus.

○ **Cosmetology Services:** Ms. Ashley presented the Cosmetology Services Agreement to the Board. There was discussion regarding the contract and that the Beautician, Hali Sundelius is employed by the facility as a Certified Nurse's Aide, and some of the insurance and liability issues that it raised. Ms. Mroczkowski motioned to approve the Cosmetology Services Agreement as presented. Ms. Horrom supported; no further discussion. Vote votes taken, motion carried by consensus.

○ **Podiatry Services:** Ms. Ashley presented a contract between the facility and Dr. Patrick Richmond for podiatry services. She explained that Dr. Richmond already provides services for many Residents at his office, but that the contract would allow him to come in to the facility to provide these services. Mr. Engel raised a couple of questions as to language that the Board would like to see in the contract. Ms. Ashley said that she would follow up with Dr. Richmond to answer questions that the Board members had. Ms. Mroczkowski motioned to authorize Ms. Wayman to sign the contract pending satisfactory answers to the questions that had been asked. Ms. Horrom supported; no further discussion. Voice votes taken, motion carried by consensus.

Leadership Presentation: Kathe Shaw, MDS Coordinator, presented the Board with an overview of her position. She explained the data that she collects and how it impacts different metrics and reports that are used to determine Medicaid, Medicare and insurance payments. She discussed how the various metrics impact the Nursing Home Compare rating. She also explained the various assessments that are required for each Resident, and how a change in Resident condition triggers different required assessments.

Administrator's Report:

- **Facility Planning:** Ms. Ashley reported that she and Mr. Greer had met with Plante Moran Living Forward and architects to start preliminary discussions on building renovations and potential millage needs. At this point there are no additional licensed beds available in the county, so any project would not increase the number of beds at the facility. Mr. MacInnis mentioned his past experience with millage campaigns, and offered his assistance and interest in being involved in the planning of any campaign.
- **Nursing Recruitment:** Ms. Ashley discussed the shortage of RNs and LPNs, and explained that this is a statewide issue, and that Bay Bluffs is not the only facility being impacted. She discussed different recruitment efforts being considered, including base wage adjustments.

Old Business:

- **Legislative Contacts Update:** Ms. Ashley reported that Senator Wayne Schmidt will be visiting Bay Bluffs at 2pm on May 15 for a tour, and invited the Board to attend.
- **Maintenance Punch List:** Ms. Ashley informed the Board that she would have this for them at the May meeting.

New Business:

- **Grateful Family:** Ms. Ashley shared a letter that had been received from a grateful family.
- **Public Comment:** Ms. Wayman requested that Ms. Smith prepare a sign in sheet for future meetings. Mr. Engel made recommendations on specifications for the sign in sheet. He also requested that an open meeting sign be placed on the door of the room.

Public Comment: None.

Recap & Summary: Mr. Engel and Ms. Ashley will work with Dr. Richmond on the podiatry contract. Ms. Smith will create a sign in sheet. Mr. Greer will inform the Board of the results of the wage survey and any needed base wage changes. Ms. Ashley will send a list of National Nursing Home Week activities to the Board.

At this point in the meeting, Ms. Ashley requested the Board move to a closed session to review the annual performance evaluation results of the Administrator.

Ms. Horrom made the motion to move to closed session to discuss the annual performance evaluation results of the Administrator. Ms. Mroczkowski supported. A roll call vote was taken: Marie Wayman (Yes) Gayle Mroczkowski (Yes) Liz Horrom (Yes). Motion carries. The Board moved in to closed session at 12:35pm.

The meeting returned to open session and was adjourned.

Adjournment: Regular Meeting adjourned at 1:45pm

Upcoming Meetings:

- The next Regular Meeting is scheduled for May 18, 2017 in the Bay Bluffs Conference room at 10 a.m.

May 18, 2017
Date

5/18/17
Date

Marie L. Wayman
Marie Wayman, Board Chairperson

Lisa Ashley
Lisa Ashley

Copies to: Marie Wayman, Liz Horrom, Gayle Mroczkowski, Robert Engle, Charlie MacInnis, Lisa Ashley, and Michael Greer.