



Bay Bluffs – ECMCF
Emmet County Department of Health & Human Services Board
Board Meeting Minutes
September 21, 2017

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

Board Members Present: Gayle Mroczkowski
Liz Horrom
Marie Wayman (via conference call)

Board Members Absent: None

Staff Present: Michael Greer, Chief Financial Officer
Lisa Ashley, Administrator
Kristen Smith, Administrative Assistant

Others Present: Robert Engel, Civil Counsel

Others Absent: None

Guests Present: Valerie Wright, Diekema/Hamann
Norm Hamann, Diekema/Hamann
Braden Russel, Plante Moran Living Forward
Eric Dumont, Plante Moran Living Forward
Dana Wollschlagger, Plante Moran Living Forward

Consent Agenda: The consent agenda included the meeting agenda, and minutes from the August 22 meeting.

Ms. Mroczkowski motioned to approve the consent agenda. Ms. Horrom supported the motion. The motion carried by consensus.

Leadership Presentation:

- o Facility Planning: Mr. Hamann, Ms. Wright, Ms. Russel, Mr. Dumont and Ms. Wollschlagger presented the Board with an update on Facility planning, including next steps. They answered questions from Board members regarding the plans and process.

- **Ms. Mroczkowski motioned to present the facility plans to the commissioners and ask their permission to move to the next phase of the planning process. Ms. Horrom supported. The motion carried by consensus.**

Chief Financial Officer's Report

- **Financial Dashboard**
 - **August 2017 Cash Report:** The cash report for the month ending August 30, 2017 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.
 - **July 2017 Financial Report:** The financial report for the month ending July 31, 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 September payables presented were approved for the period ending September 21, 2017 in the amount of \$354,736.23.

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-by phone) Gayle Mroczkowski (YES) Liz Horrom (YES). Motion carries.

Administrator's Report:

- **None**

Old Business:

- **None**

New Business:

- There was a discussion of what it meant to be "present" at the meetings, including the idea of participation by phone. This discussion was tabled until the October meeting.

Public Comment: None.

Recap & Summary:

Adjournment: Regular Meeting adjourned at 11:50 am.

Upcoming Meetings:

- The next Regular Meeting is scheduled for October 19, 2017 in the Bay Bluffs Conference room at 10 a.m.

10.19.2017

Date

10.19.17

Date

Marie S. Wayman
Marie Wayman, Board Chair

Kristen Smith
Kristen Smith, Recording Secretary

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

