



Bay Bluffs – ECMCF
Emmet County Department of Health & Human Services Board
Board Meeting Minutes
February 21, 2018

Marie Wayman, Board Chair, called the meeting to order 10:05 a.m. at Bay Bluffs – ECMCF in the Conference Room.

Board Members Present: Gayle Mroczkowski
Liz Horrom
Marie Wayman

Board Members Absent: None

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

Others Present: Robert Engel, Civil Counsel
Charlie MacInnis, Emmet County Commissioner

Others Absent: None

Guests Present: None

Consent Agenda: The consent agenda included the meeting agenda, and minutes from the January 15, 2018 meeting.

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

Chief Financial Officer's Report

○ **Financial Dashboard**

- **January 2018 Cash Report:** The cash report for the month ending January 31, 2017 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.
- **December 2017 Financial Report:** The financial report for the month ending December 31, 2017 was included in packets as well. Mr. Greer reviewed and explained this report to the Board. **Ms. Horrom motioned to approve the financial report. Ms. Mroczkowski supported. Voice vote taken, motion carried by consensus.**

- **Payables:** The January payables presented were approved for the period ending February 21, 2018 in the amount of \$656,458.82.
Ms. Horrom motioned to approve the payables as presented and reviewed by the Board. Ms. Mroczkowski supported; no further discussion. Roll call votes taken Marie Wayman (YES) Gayle Mroczkowski (YES) Liz Horrom (YES). Motion carries.

- **Admission/Discharge/Transfer Report**

- The Admission/Discharge/Transfer Report was reviewed with the Board. There was a brief discussion of current census trends.

- **Accounts Receivable Review 2017**

- There was a brief discussion of QMI (Quality Measure Initiative) and of outstanding accounts.

- **Contracts: Dietician Services**

There was a discussion of whether or not to require additional insured language in the contracted Dietician's liability insurance. Board members requested that a representative from the facility's insurance company attend the March meeting to discuss the facility's insurance coverage. **Ms. Mroczkowski motioned to approve version B of the contract, without the additional insurance language. Ms. Horrom supported; no further discussion. Roll call votes taken: Marie Wayman (YES), Gayle Mroczkowski (YES), Liz Horrom (YES). Motion carries. Ms. Horrom motioned to approve the corresponding Business Associate Addendum. Ms. Mroczkowski supported; no further discussion. Voice votes taken. Motion carries.**

Leadership Presentation:

- **Facility Planning:** Ms. Ashley presented the focus group calendar and community engagement plan that Harbor Inc. came up with to the Board. The Board members determined that Ms. Wayman should represent the Board on the Facility Planning Committee.

Administrator's Report:

Old Business:

- **Admission Policy- Criminal History Checks:** Ms. Ashley presented new criminal background check language for the Board to consider including in the admissions contract. **Ms. Mroczkowski motioned to approve the admission criteria as presented. Ms. Horrom supported; no further discussion. Voice votes taken. Motion carries.**

New Business:

- **Administrative Annual Evaluation Process:** Ms. Wayman asked Ms. Smith to email the form that had been previously used to the Board members so that they can bring their suggestions to the March meeting.

Public Comment: None.

Recap & Summary: Mr. Greer will inquire about QMI status. Mr. Greer will have conversations with those that have accounts in arrears. The Board will establish criteria for additional insured requirements. A representative from the insurance company will attend the next meeting to answer questions about coverage. Ms. Smith will review certificates of insurance. The Board will review the contracted Registered Dietician's contract after discussion with insurance company. Ms. Ashley will follow up with Harbor Inc. in regards to her role in the focus groups. The Board will review the previously used evaluation form.

Adjournment: Regular Meeting adjourned at 12:25 pm.

Upcoming Meetings:

- The next Regular Meeting is scheduled for March 15, 2018 in the Bay Bluffs Conference room at 10 a.m.

3.19.18

Date

3/15/18

Date

Marie J. 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.

