



Bay Bluffs – ECMCF
Emmet County Department of Health & Human Services Board
Board Meeting Minutes
September 20, 2018

Liz Horrom, Vice Chairperson, called the meeting to order 10:05 a.m. at Bay Bluffs – ECMCF in the Conference Room.

Board Members Present: Gayle Mroczkowski
Liz Horrom

Board Members Absent: None

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

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

Staff Absent: None

Guests Present: None

Consent Agenda: The consent agenda included the meeting agenda, and minutes from the August 16, 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**
 - **August 2018 Cash Report:** The cash report for the month ending August 31, 2018 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.
 - **July 2018 Financial Report:** The financial report for the month ending July 31, 2018 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 20, 2018 in the amount of \$385,339.44.

Ms. Mroczkowski motioned to approve the payables as presented and reviewed by the Board. Ms. Horrom supported; no further discussion. Roll call votes taken: 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.
- **Contracts:**
 - **2018 Leadership Training-** Ms. Ashley explained to the Board that this contract had been reviewed by Mr. Engel, but that it had inadvertently not been presented to the Board. She requested that the Board officially approve of this contract. **Ms. Mroczkowski motioned to approve the agreement as presented. Ms. Horrom supported; no further discussion. Voice votes taken, motion carried by consensus.**
 - **Peninsula Fiber Network-** Mr. Greer explained the agreement to the Board, and told them that this contract would result in a savings as well as faster internet connection. **Ms. Mroczkowski motioned to approve the agreement as presented. Ms. Horrom supported. Roll call votes taken: Gayle Mroczkowski (YES), Liz Horrom (YES). Motion carries.**
- **Capital Expenditures:**
 - **Roof/Flooring-** Mr. Greer and Ms. Ashley explained to the Board that they were still receiving bids on these items. Several contractors were delayed in coming to Bay Bluffs due to their busy schedules. The Plant Operations Manager has been in regular contact with several companies and is continuing to pursue quotes. Ms. Horrom and Ms. Mroczkowski agreed that they would have a special meeting if needed to approve contracts and get these projects, particularly the roof repairs, done before the weather changes.

Leadership Report

- **Master Facility Planning:** Ms. Ashley and Mr. Greer have been discussing facility plans with the architects, and are exploring ways to reduce costs and work within the existing footprint of the building. Mr. Greer explained to the Board that he has been working with Pam Gibson from the County, and that they are exploring options other than the USDA loan program. They are looking in to low interest loan possibilities with local banks, as the USDA process is very slow moving.

Administrator's Report:

- **Community Engagement Plan-** Ms. Ashley informed the Board that she was currently exploring ideas for a strategic marketing plan, a community engagement advisory group and the revival of the 501c3.

- **2018 Annual Report-** Ms. Ashley asked for the Board to approve of the creation of a 2018 Annual Report. Ms. Mroczkowski motioned for the approval of the creation of a 2018 Annual Report. Ms. Horrom supported. Voice votes taken; motion carries.
- **McLaren Preferred Provider Program-** Ms. Ashley explained the benefits of becoming a McLaren Preferred Post Acute Provider. Ms. Mroczkowski motioned to authorize Ms. Ashley to pursue becoming a McLaren Preferred Provider. Ms. Horrom supported. Voice votes taken; motion carries.
- **CMP Grant Approval-** Ms. Ashley has submitted a grant request to the Civil Monetary Penalty Fund. The funds, if awarded, would be used to continue TEEPA training for staff and to pursue the Positive Approach to Care Community designation.
- **QAPI Report- Annual Program Review-** Ms. Ashley requested that the Board approve the QAPI program and policies. Ms. Mroczkowski motioned that the Board approve of the Bay Bluffs QAPI program and policies. Ms. Horrom supported. Voice votes taken; motion carries.
- **Clinical Leadership Restructure-** Ms. Ashley informed the Board that some changes would soon be made to the Clinical Leadership structure, including the creation of the Rehab Case Manager, Director of Skilled Services and Director of Quality and Compliance positions, along with filling the Director of Rehab and Staff Development positions. The Admission Coordinator position will be eliminated. Ms. Ashley will share more details once the positions have been filled.

Old Business:

- **DHHS Board Vacancy:** A candidate has been interviewed by the Department of Health and Human Services and is waiting on the state process.

New Business: None

Public Comment: None

Recap & Summary: Ms. Ashley will bring architect plans to the October meeting. Mr. Greer will update the Board on the status of the USDA loan and local bank options. The Board will schedule a special meeting if necessary. Ms. Ashley will present new job descriptions when available. Mr. Greer will present the 2019 budget at the October meeting. Ms. Ashley will present an outline of the strategic marketing proposal at the October meeting. Mr. Greer and Ms. Ashley will bring a punch list of items to be completed with loan funds to the October meeting. Ms. Ashley will present an updated organizational chart at the October meeting.

Adjournment: Regular Meeting adjourned at 12:15 p.m.

Upcoming Meetings:

- The next Regular Meeting is scheduled for October 18, 2018 in the Bay Bluffs Conference room at 10 a.m.

10/18/18
Date

Liz Horrom
Liz Horrom, Vice Chairperson

10/18/18
Date

Kristen Smith
Kristen Smith, Recording Secretary

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