



**Bay Bluffs – ECMCF**  
**Emmet County Department of Health & Human Services Board**  
**Board Meeting Minutes**  
**November 15, 2018**

Liz Horrom, Vice Chairperson, called the meeting to order 10:00 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, the Board of Commissioners monthly report, Referral/Admission/Discharge report and minutes from the October 18, 2018 Board 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**
  - **October 2018 Cash Report:** The cash report for the month ending October 31, 2018 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.
  - **September 2018 Financial Report:** The financial report for the month ending September 30, 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 November payables presented were approved for the period ending November 15, 2018 in the amount of \$228,177.38.  
**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.**
- **Contracts:**
  - **Supplemental Health Care:** Mr. Greer and Ms. Ashley explained the service agreement, which would place a traveling Speech Therapist, Physical Therapist or Occupational Therapist if needed. **Ms. Mroczkowski motioned to approve the service agreement contingent upon approval of civil council. Ms. Horrom supported; no further discussion. Roll call votes taken: Liz Horrom (YES), Gayle Mroczkowski (YES). Motion carries.**
- **Capital Expenditures:**
  - **Flooring-** Mr. Greer and Ms. Ashley presented a bid from KISS in the amount of \$152,980.93. Mr. Greer explained that he had a meeting set with Pam Gibson from the County to discuss funding. **Ms. Mroczkowski motioned to approve the KISS quote for flooring as presented. Ms. Horrom supported; no further discussion. Roll call votes taken: Liz Horrom (YES), Gayle Mroczkowski (YES). Motion carries.**
- **Budget:** Mr. Greer presented the proposed 2019 budget to the Board. There was discussion regarding unit of government, and whether or not Bay Bluffs was required to hold a public hearing for the budget. Mr. Greer offered to request an opinion from Steve Girard with Michigan County Medical Care Facilities Council on the issue. Approval of the budget was tabled. **Ms. Mroczkowski motioned to tentatively set a public hearing for the budget on December 13 at 9:50am, pending the recommendation of MCMCFC attorney Steve Girard. Ms. Horrom supported; no further discussion. Motion carries.**

#### **Leadership Report**

- **Strategic Planning:** Ms. Ashley presented the outlines of strategic goals that the leadership team had come up with. Her goal is to provide a revised organizational chart and finalized strategic goals in January.

#### **Administrator's Report:**

- None

#### **Old Business:**

- **DHHS Board Vacancy:** Carol Hanson will start in December.

**New Business:** None

**Public Comment:** None

**Recap & Summary:** Mr. Greer will follow up with Pam Gibson on the status of funding. Mr. Engel and Ms. Ashley will follow up on the Supplemental Health Care service agreement. Ms. Smith will post the meeting change and budget hearing as needed.

**Adjournment:** Regular Meeting adjourned at 11:55 a.m.

**Upcoming Meetings:**

- The next Regular Meeting is scheduled for December 13, 2018 in the Bay Bluffs Administrator's Office at 10 a.m.

12/13/18  
Date

12/13/18  
Date

Liz Horrom - Vice Chairperson  
Liz Horrom, Vice Chairperson

Kristen Smith  
Kristen Smith, Recording Secretary

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

