



**Bay Bluffs – ECMCF**  
Emmet County Department of Health & Human Services Board  
Board Meeting Minutes  
April 18, 2019

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

**Board Members Present:** Gayle Mroczkowski  
Liz Horrom

**Board Members Absent:** Carol Hansen

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

**Others Present:** Robert Engel, Civil Counsel

**Staff Absent:** None

**Guests Present:** Sonja Bosley, Director of Nursing  
Dawn Ross, Director of Quality and Compliance

**Consent Agenda:** The consent agenda included the meeting agenda, Referral/Admission/Discharge report, Board of Commissioners monthly report, Administrators Monthly summary and minutes from the March 19, 2019 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**

- o **Financial Dashboard**
  - o **March 2019 Cash Report:** The cash report for the month ending March 31, 2019 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board..
  - o **February 2019 Financial Report:** The financial report for the month ending February 28, 2019 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 February payables presented at the previous meeting were approved for the period ending March 19, 2019 in the amount of \$378,393.11. Ms. Mroczkowski motioned to give final approval to the payables presented at the March 19 meeting. Ms. Horrom supported; no further discussion. Roll call vote: Ms. Mroczkowski (YES), Ms. Horrom (YES), Ms. Hansen (ABSENT). Motion carries.  
The March payables were presented for the period ending April 18, 2019 in the amount of \$382,269.94. Ms. Mroczkowski motioned to approve the payables as presented. Ms. Horrom supported; no further discussion. Roll call vote: Ms. Mroczkowski (YES), Ms. Horrom (YES), Ms. Hansen (ABSENT). Motion carries.
- **Contracts:**
  - **Agape:** Ms. Ashley explained that this contract would allow Agape to provide CNA training classes at Bay Bluffs, and that Bay Bluffs is currently waiting on a waiver from the State of Michigan to allow CNA training to take place at the facility. Ms. Mroczkowski motioned to approve the contract with Agape. Ms. Horrom supported; no further discussion. Roll call vote: Ms. Mroczkowski (YES), Ms. Horrom (YES), Ms. Hansen (ABSENT). Motion carries.
- **Capital Expenditures:**
  - Ms. Ashley updated the board on the County's Capital Improvement Plan and some of the discussions that were taking place. She gave an overview of the 5 year plan for Bay Bluffs' capital needs that she gave to the County, which includes approximately \$4.1 million in improvements.

#### **Leadership Report**

- **Overview of Department Goals 2019**
  - **Resident Care and Services:** Ms. Bosley explained the goals to the Board. These goals included behavioral documentation with social work, self scheduling for nurses, resident acuity matrix creation, expansion of Resident Assistant role, paid dining assistant program, and compiling individual Resident histories.
  - **Quality Assurance/Performance Improvement** Ms. Ross explained that her area also includes infection prevention and staff development. Infection prevention goals include antibiotic stewardship plans and water management plans. Staff development goals include working towards the Positive Approach to Care Community designation. Ms. Ross' other goals include updating the admissions contract and packet, achieving compliance, and standardizing reporting throughout departments.

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

- o Ms. Ashley informed the Board that Plante Moran would be presenting the Proforma in June.
- o There was also discussion of the DHHS/Medicaid opportunity. There will be more updates in May, as DHHS is waiting on a state contract.

**Old Business:**

- o **Administrator's Annual Performance Review:** This will take place at the end of the May meeting.

**New Business:**

- o **Emergency Preparedness- Closed POD agreement:** Ms. Smith explained the Closed POD agreement with the Health Department of Northwest Michigan would allow Bay Bluffs to become a closed point of dispensing. In the event of a pandemic or other emergency, Bay Bluffs Residents, staff and families would be able to receive the vaccination or other appropriate medical countermeasure at Bay Bluffs, rather than having to go to the Health Department or other public dispensing site.
- o **Community Liaison Role:** Ms. Ashley gave the Board Members a draft job description and asked that they bring their feedback in May.

**Public Comment:** None

**Recap & Summary:** Ms. Ashley will follow up on the Agape contract, Mr. Greer will continue to follow up on accounts receivable, Ms. Ashley's evaluation will take place at the May meeting, the Board members will provide their feedback on the Community Liaison role.

**Adjournment:** Regular Meeting adjourned at 12:06 p.m.

**Upcoming Meetings:**

- The next Regular Meeting is scheduled for May 16, 2019 in the Bay Bluffs Conference Room at 10 a.m.

5/16/19

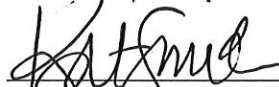
Date

5/16/19

Date



Liz Horram, Chairperson



Kristen Smith, Recording Secretary

Copies to: Liz Horram, Gayle Mroczkowski, Carol Hansen, Robert Engel, Charlie Macinnis, Lisa Ashley, and Michael Greer.

