



**Bay Bluffs – ECMCF**  
Emmet County Department of Health & Human Services Board  
Board Meeting Minutes  
November 21, 2019

Liz Horrom, Board Chair, called the meeting to order at 11:16 a.m. at Bay Bluffs – ECMCF in the Conference Room.

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

**Board Members Absent:** None

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

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

**Staff Absent:** None

**Guests Present:** None

**Election of Officers:**

Ms. Mroczkowski motioned to elect Ms. Horrom as chair. Ms. Hansen supported the motion. Voice votes taken; motion carried by consensus.

Ms. Horrom motioned to elect Ms. Mroczkowski as vice chair. Ms. Hansen supported the motion. Voice votes taken; motion carried by consensus.

Consent Agenda: Ms. Mroczkowski motioned to approve the consent agenda. Ms. Hansen supported the motion. Voice votes taken; motion carried by consensus.

**Chief Financial Officer's Report**

- Financial Dashboard

- **October 2019 Cash Report:** The cash report for the month ending October 31, 2019 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.
- **September 2019 Financial Report:** The financial report for the month ending September 30, 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. Hansen supported. Voice vote taken; motion carried by consensus.
- **Payables:** The payables presented were approved for the period ending November 21, 2019 in the amount of \$442,428.26. Ms. Mroczkowski motioned to approve the payables as presented. Ms. Hansen supported; no further discussion. Roll call vote: Ms. Mroczkowski (YES), Ms. Horrom (YES), Ms. Hansen (YES). Motion carries.
- **Budget:** Ms. Mroczkowski motioned to approve the budget as presented during the public hearing. Ms. Hansen supported; no further discussion. Roll call vote: Ms. Mroczkowski (YES), Ms. Horrom (YES), Ms. Hansen (YES). Motion carries.
- **Contracts:**
  - **Munson Hospice:** Ms. Ashley presented a contract with Munson Hospice and requested that the Board approve. Ms. Mroczkowski motioned to approve the contract. Ms. Hansen supported; no further discussion. Roll call vote: Ms. Horrom (YES), Ms. Mroczkowski (YES), Ms. Hansen (YES). Motion carries.
  - **Senior Millage:** Mr. Greer explained that Bay Bluffs has been awarded \$14,000.00 for 2020. Ms. Hansen motioned to accept the award. Ms. Mroczkowski supported; no further discussion. Roll call vote: Ms. Horrom (YES), Ms. Mroczkowski (YES), Ms. Hansen (YES). Motion carries.
- **Capital Expenditures:**
  - **Dryer:** Mr. Greer explained to the board that a new dryer was needed. Replacement parts and repair would be close to the cost of new. Ms. Mroczkowski motioned to authorize Bay Bluffs staff to purchase a new dryer at a cost of up to \$6,000.00. Ms. Hansen supported; no further discussion. Roll call vote: Ms. Horrom (YES), Ms. Mroczkowski (YES), Ms. Hansen (YES). Motion carries.

**Administrator's Report:**

- **Facility Remodel Update :** The floor in Birch is curing, and the dining room is being painted. The Lilac Dining Room has been re-opened. Contractors are conducting a walk-through and bids are due soon.

**New Business:**

**Old Business:**

- **Strategic Business Plan-** Ms. Ashley requested that the Board members review the draft business plan that she provided in the packets and provide her with feedback.

**Public Comment:** None

**Recap & Summary:** Board members will provide Ms. Ashley with feedback on the draft Strategic Business Plan.

**Adjournment:** Regular Meeting adjourned at 12:10 p.m.

**Upcoming Meetings:**

- The next Regular Meeting is scheduled for December 19, 2019 in the Bay Bluffs Conference Room at 10 a.m.

12/19/19

Date

12/19/19

Date

Liz Horrom chair

Liz Horrom, Chairperson

Kristen Smith

Kristen Smith, Recording Secretary

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

