



Bay Bluffs – ECMCF

Emmet County Department of Health & Human Services Board
Board Meeting Minutes
May 21 2020

Liz Horrom, Board Chair, called the meeting to order at 10:00 a.m. via Zoom Video Conference Service

Board Members Present:	Gayle Mroczkowski Liz Horrom Carol Hansen
Board Members Absent:	None
Staff Present:	Michael Greer, Chief Financial Officer Lisa Ashley, Administrator Kristen Smith, Executive Assistant
Others Present:	Robert Engel, Civil Counsel Charlie MacInnis, Emmet County Commissioner
Staff Absent:	None
Guests Present:	David Ravencroft, Common Angle (Zoom moderator)

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

Chief Financial Officer's Report

- **Financial Dashboard**
 - **March 2020 Finance Report:** The financial report for the month ending March 31, 2020 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 May 21, 2020 in the amount of \$382,762.87. **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.**

- **Contracts- McLaren Home Care and Hospice:** Ms. Ashley requested that the Board approve the renewal of the McLaren Home Care and Hospice contact. **Ms. Hansen motioned to approve the renewal of the McLaren Home Care and Hospice contract. Ms. Mroczkowski supported; no further discussion. Voice vote taken; motion carried by consensus.**
- **Capital Expenditures- Dryer Purchase:** Ms. Ashley informed the Board that as all laundry is being handled in house, a new dryer was necessary. **Ms. Mroczkowski motioned to approve the purchase of a dryer in the amount of \$6683.00. Ms. Hansen supported; no further discussion. Roll call vote: Ms. Mroczkowski (YES), Ms. Horrom (YES), Ms. Hansen (YES). Motion carries.**
- **Administrator's Report:**
 - **Recovery Plan:** Ms. Ashley updated the Board as to the Bay Bluffs' pandemic response and evolving regulatory guidance regarding COVID19. She also gave an update on how COVID19 is impacting the facility financially. She updated them on foundation activity, the admissions process and the potential for a revised budget. There was also discussion about a millage, but it was determined that a separate meeting will be scheduled for that discussion.

New Business:

- **None**

Old Business:

- **None**

Public Comment: None

Recap & Summary:

Adjournment: Regular Meeting adjourned at 11:27 a.m.

Upcoming Meetings:

- The next Regular Meeting is scheduled for June 18, 2020 in the Bay Bluffs Conference Room at 10 a.m.

Date

Liz Horrom, Chairperson

Date

Kristen Smith, Recording Secretary