



Bay Bluffs – ECMCF

Emmet County Department of Health & Human Services Board

Board Meeting Minutes

November 19, 2020

Gayle Mroczkowski, Board Chair, called the meeting to order at 10:02 a.m. via Zoom Video Conference Service

Board Members Present:	Gayle Mroczkowski Carol Hansen Manny Cordova
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:	Toni Drier, Mike Reeves, William Perkins

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

Pandemic Response and Recovery Report

- Ms. Mroczkowski stated her appreciation for the Bay Bluffs staff, stating that they have done “yeoman’s work” in dealing with the pandemic. She also commented that 1/3 of the state’s total cases have come within the last two weeks. Ms. Ashley commented on the constantly changing regulatory environment, including the introduction of 6 new survey F tags since March, all related to infection prevention. Ms. Ashley gave an update on census. Bay Bluffs’ census is at approximately 70% due to natural attrition. Emmet County has a positivity rate of approximately 12.5%, which requires Bay Bluffs staff to be tested twice weekly. Ms. Ashley stated that the resident’s negative tests have been 110% due to employee diligence. The emotional toll that the pandemic is taking on both staff and residents is devastating. Bay Bluffs has selected Walgreens as a partner for vaccine delivery as required by CMS. There is a hold on admissions due to the

current outbreak. CMS defines an outbreak in a nursing home as one positive case in employee or staff populations. Bay Bluffs is experiencing staffing issues related to contact tracing. After close contacts are identified, they are required to be re-tested. Community spread makes admissions very difficult. People can be exposed prior to hospitalization and test negative while in the hospital. There was many cases of outbreaks in long term care facilities due to new admits testing positive after admission, even though they had negative tests prior to admission. Facilities have received immediate jeopardy citations due to this. Bay Bluffs is using a rapid test machine to process tests on symptomatic residents and staff. The results are most reliable when people are symptomatic due to the amount of viral load or viral shed that they have. It takes 15 minutes for each test. Bay Bluffs is down 29 FTEs in 2020. Ms. Ashley gave an update regarding the community recovery centers being recruited by the State of Michigan.

Chief Financial Officer's Report

- **Financial Dashboard**
 - **September 2020 Finance Report:** The financial report for the month of September 2020 was included in packets. Mr. Greer reviewed and explained this report to the Board. He explained that census has had a dramatic impact on the budget. **Mr. Cordova 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 19 2020 in the amount of \$368,345.47. **Ms. Hansen motioned to approve the payables as presented. Mr. Cordova supported; no further discussion. Roll call vote: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.**
 - **Contracts: 2021 Senior Millage:** Mr. Greer requested that the Board approve the 2021 contract for the senior millage. **Ms. Hansen motioned to approve the 2021 senior millage contract. Mr. Cordova supported. Roll call vote: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.**
 - **2021 Budget Draft:** Mr. Greer again explained that the budget is primarily census driven. He provided a first look at the 2021 budget draft to the Board. The 2021 budget is based on a census of 86, with a breakeven census of 88. He projects that Bay Bluffs will end 2021 with 22 days cash on hand.

Pandemic Response and Recovery Report: Ms. Ashley and Mr. Greer led a discussion regarding census and how it is impacting finances. There is a long wait list, but no one wants to admit their loved one to long term care at this point due to visitation restrictions. Occupancy is slightly above state and national average. Mr. MacInnis asked if Bay Bluffs intended to repay the bond payment to the County. Mr. Greer and Ms. Ashley assured him that they would make a good faith effort to do so, but there are still a lot of financial unknowns and pandemic related expenses that need to be considered. Mr. Greer is waiting on instruction as to what CARES Act funds can be used for. There was discussion of the latest visitation order. The dining room renovation project is moving forward, but bathing rooms aren't able to be completed at this time due to COVID restrictions. Ms. Ashley discussed that the Foundation was putting

together an emergency needs capital campaign, and would be focusing on essential equipment, such as the boiler and other kitchen equipment.

New Business:

- Ms. Ashley informed the Board that Bay Bluffs received an Infection Prevention Grant from the State of Michigan for approximately \$17,500.00.

Old Business:

- **Discussion of County Loan Repayment:** Ms. Mroczkowski started the discussion by giving a brief history of the events leading to today's discussion. The Bay Bluffs Board has been requesting support from the County since 2015. There was a clear understanding between Bay Bluffs and Emmet County that Bay Bluffs would not be responsible for the loan payments. In 2019, in order to fix a county budget issue, Bay Bluffs was asked to take over the payment. In October, Bay Bluffs made a \$50,000 payment to the County. There is \$105,000 remaining for 2020. Ms. Mroczkowski reiterated that she believes Bay Bluffs has been very financially responsible, and is concerned about its financial position in the continuing pandemic. She asked Mr. Greer what the payment would do to Bay Bluffs' cash position. Mr. Greer informed that Board that it would likely be a 3 day reduction of days cash on hand. Ms. Ashley reminded the Board that the goal of the Strategic Business Plan, developed in 2019, was total self-sufficiency in 5 years- not immediately. Ms. Hansen stated that this was an emergency that no would could have predicted, and that the Board's ultimate responsibility is to the residents of Bay Bluffs. She questioned the impact that the payment would have on the County's budget if it was not made, as it is clear the dangerous impact making a payment would have on the Bay Bluffs budget. Mr. Cordova stated that you have to be really careful with taking in admissions, and have to consider the potential loss of resident life if bringing in an admission that ends up being positive. He stated that it is a matter of time. When will it hit Bay Bluffs and how hard? If something happens and the cash isn't there, it makes a bad situation worse. Mr. Reeves stated that he'd prefer to move forward rather than rehash history. Emmet County has been significantly impacted by Covid. He said that if the Bay Bluffs payment isn't made, the impact would likely mean layoffs of county staff. He is very disturbed by Bay Bluffs' current financial situation, especially the days cash on hand, and doesn't want to do anything that would jeopardize Bay Bluffs. Ms. Mroczkowski requested that the Board members consider deferring any payment to the December meeting. There will be more information at that point about the situation in the community and at Bay Bluffs. She stated that the Board has a fiduciary duty to the residents of Bay Bluffs. Mr. Cordova and Ms. Hansen both stated their agreement. **Mr. Cordova motioned to defer any discussion of additional payment to the County to the December meeting. Ms. Hansen supports, no further discussion. Voice votes taken, motion carries.**

Public Comment: None

Recap & Summary: Ms. Mroczkowski requested that a Board Comment section be added to the agenda. She added that DHHS is returning \$11,000.00 to the County. **Ms. Hansen motioned to hold the public**

budget hearing at December 17 at 9:45am, with the regular meeting immediately following. Mr. Cordova supported, no further discussion. Voice votes taken, motion carries. Ms. Smith will post the public budget hearing as required.

Adjournment: Regular Meeting adjourned at 11:09 a.m.

Upcoming Meetings:

- The next Regular Meeting is scheduled for October 15, 2020 in the Bay Bluffs Conference Room at 10 a.m.

Date

Gayle Mroczkowski, Chairperson

Date

Kristen Smith, Recording Secretary

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