



Bay Bluffs – ECMCF

Emmet County Department of Health & Human Services Board

Board Meeting Minutes

July 15, 2021

Carol Hansen, Board Vice-Chair, called the meeting to order at 10:02am at the Emmet County DHHS Office Conference Room in Petoskey, MI.

Board Members Present: Carol Hansen
Manny Cordova

Board Members Absent: Gayle Mroczkowski

Staff Present: Michael Greer, Chief Financial Officer
Lisa Ashley, Administrator

Others Present: Charlie MacInnis, Emmet County Commissioner

Staff Absent: Kristen Smith, Executive Assistant

Guests Present: None

Consent Agenda:

Mr. Cordova motioned to approve the consent agenda. Ms. Hansen supported, no further discussion. Voice vote taken with unanimous approval. Motion carries.

DHHS/ Bay Bluffs Board Chairwoman's Report: Ms. Hansen commented on the thank you note received from the Dietary Staff for the additional COVID pay that Bay Bluffs has provided for all support departments, matching the direct care worker COVID pay. She noted the importance of retaining current staff and appreciated hearing the support from staff on this effort. Board members present discussed retention bonuses and staffing struggles of all County entities and businesses who cannot adjust hours or services due to the 24 hour nature of the service provided.

Pandemic Response and Recovery Report: Ms. Ashley reviewed the report provided, sharing continued census down from budgeted and recruitment efforts for nursing and certified nurse aides continues. Mr. Greer reported out on the data collection efforts required for forgiveness of the PPP loan. He is working with Plante/Moran to ensure all proper documentation is submitted to the lender timely.

Chief Financial Officer's Report

○ Financial Dashboard

- **Monthly Finance Report:** The [financial report](#) for the month of May 2021 was included in packets. Mr. Greer reviewed and explained this report to the Board. The Board requested Mr. Greer provide an additional written narrative outlining more details related to the Other Revenue and census impact on overall budget. This will be especially helpful to Mr. Macinnis as he creates his monthly report to the Board of Commissioners. Mr. Greer will follow up with a written narrative summary with future reports. **Mr. Cordova motioned to approve the financial report. Ms. Hansen supported. Roll call vote: Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.**
- **Payables:** The payables presented were approved for the period ending July 15, 2021 in the amount of \$315,941.51. **Ms. Hansen motioned to approve the payables as presented. Mr. Cordova supported; no further discussion. Roll call vote: Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.**
- **Contracts: none**
- **Capital Expenditures: none**
- **2020 Financial Audit Presentation:** Joining the meeting virtually were Nick Maeder and Tyler Luce from Plante/Moran who provided an [overview of the 2020 financial audit](#). The only finding was the COVID pay, overtime blended rate error, reported by Mr. Greer at the June Board meeting. The auditors addressed questions from the Board and County liaison and shared their perspectives on the slow rebuilding that nursing homes face as the COVID pandemic continues.

New Business: Mr. Greer reported out on his discussion with County Treasurer and Clerk on the Bay Bluffs Accounts Payable process. The Board discussed having rotating duties each month to provide approval for monthly accounts payable. Formal process to be finalized at the August meeting. In addition, Ms. Ashley presented an ADA Complaint Policy, required by MDOT for the participation in the 5310 program. She explained that the Board need only acknowledge in minutes the receipt of the policy, which has not been altered other than extended complaint reporting period from 60 to 180 days. Bay Bluffs has not had any transportation related complaints in the last 6 or so years.

Old Business: The Board discussed the recent approval by the Board of Commissioners for the capital millage request to be placed on the November 2, 2021 special election ballot. Coordination of millage campaign efforts is being supported through the Bay Bluffs Foundation.

Public Comment: None.

Recap & Summary: Mr. Greer will provide a monthly narrative or summary to provide explanation of the monthly financials. Ms. Ashley will provide Mr. Macinnis with information regarding the Bay Bluffs employee recruitment bonus in place. Ms. Ashley will schedule a presentation by Common Angle, the Bay Bluffs IT vendor, regarding cyber security in the near future.

Adjournment: Mr. Cordova motioned to adjourn. Ms. Hansen supported; no further discussion. Voice vote taken with unanimous approval. Motion carries. Regular Meeting adjourned at 12:15pm

Upcoming Meetings:

- The next Regular Meeting is scheduled for August 19, 2021 in the Bay Bluffs Conference Room at 10 a.m.

Date

Carol Hansen, Vice Chair

Date

Lisa Ashley, Recording Secretary

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

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