



Bay Bluffs – ECMCF

Emmet County Department of Health & Human Services Board

Board Meeting Minutes

March 18, 2021

Gayle Mroczkowski, Board Chair, called the meeting to order at 10:01 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
Others Present:	Robert Engel, Civil Counsel Charlie MacInnis, Emmet County Commissioner
Staff Absent:	Kristen Smith, Executive Assistant
Guests Present:	Toni Drier, Mike Reeves, Dave Boyer, Pam Gibson

Consent Agenda: Ms. Ashley requested that the Letter of Understanding discussion be moved to after the Pandemic Recovery and Response Report, as the Bay Bluffs' attorney, Steve Girard, would be available then. **Ms. Hansen motioned to approve the consent agenda as amended. Mr. Cordova supported the motion. Roll call votes taken: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.**

DHHS/ Bay Bluffs Board Chairwoman's Report

- Ms. Mroczkowski updated the Board on roll call votes. Per Mr. Engel's recommendation, all votes during virtual meetings will be roll call votes, as voice votes have the potential to be unclear or challenged. Steve Girard, attorney for Bay Bluffs will join the meeting to discuss the Letter of Understanding related to insurance. She reminded Board members that the documents related to the Supplemental Wage Update were sent to them after the packet was initially sent out. Maureen Clore has started discussing when to start holding DHHS meetings in person. The Board members are comfortable meeting in person starting in mid-April. The Emmet County Board of Commissioners is expected to extend the local state of emergency to allow virtual

meetings to continue. In person gatherings are currently restricted to 25 people, which could be problematic with public meetings. Ms. Ashley reminded the Board that even if the decision is made to move back to in person meetings, those meetings would not be able to take place at Bay Bluffs. An alternate location would need to be determined. The Harbor Springs City chamber and the county building may be options depending on their schedules.

- **Pandemic Response and Recovery Report**

Ms. Ashley updated the board on visitation. CMS has released updates and has gone from one extreme to the other. Bay Bluffs will continue to schedule visits, and offer rapid testing to visitors. MDHHS orders were updated last night to better align with CMS guidance. There has been an increase in cases across the state and region. Even with vaccination, outbreaks are still possible. Bay Bluffs is focusing on risk mitigation. Staff are finding managing communication and protocols around all of the changing regulation very time consuming. As far as testing is concerned, the State of Michigan has changed protocols again. They will no longer reimburse the more accurate PCR tests. Instead, Bay Bluffs will have to rapid test all employees using the less sensitive Binax Now rapid tests. Additionally, all rapid tests will have to be reported to the state. The lab that Bay Bluffs partnered with had done that previously for the PCR tests, but that responsibility will now fall on Bay Bluffs staff. Bay Bluffs is opting to report results directly to the state, rather than through the federal NHSN system because it is much easier to work with. Ms. Ashley updated the Board that the Direct Care Worker Wage Supplement bill has been signed by the Governor, paying an additional \$2.25/ hour to nurses, CENAs and respiratory therapists through September 30, 2021. Bay Bluffs census is currently around 67%, which is at or above the state and national average. There have been fluctuations in short term rehab census due to complexity of care. There has been significant wound management needed, which leads to challenges with staffing appropriately. Long term care census is seeing the impact of normal disease progression. Staffing challenges are industry wide. Bay Bluffs has started using the Hireology platform and is seeing increased applications. Part time positions are being posted as well. Long term care facilities are one of the few fields to still employ LPNs. Bay Bluffs is starting to explore what rebuilding looks like. There has to be a balance between staffing safely and managing census. Board members requested that Dr. Blanchard be invited to the April meeting.

Old Business

- **Letter of Understanding- Insurance Coverage:** Steve Girard, attorney for Bay Bluffs, joined the meeting. He gave an overview of his background. He has been general council for the Michigan County Medical Care Facilities Council for 25 years. He summarized the situation- MMRMA works with Emmet County, and during conversations, it was discovered that the County had no records of Bay Bluffs' building and property insurance coverage. Mr. Engel drafted a LOU and provided it to Ms. Ashley. She provided the draft to Mr. Girard who submitted revisions. He explained that it was a very collaborative process. Bay Bluffs and Emmet County both wanted to cover any situations that could potentially come up. Most counties don't handle issues like insurance coverage until there is a disagreement. It is very

helpful to handle proactively. Ms. Ashley reminded the Board that they are still working through LOUs regarding maintenance and life safety issues. These will document what each party's responsibilities are. Mr. Girard also wanted to reiterate what Ms. Ashley had mentioned in her report. He works with 35 MCMCFC members and approximately 20 private long term care facilities, and all are facing census issues. **Mr. Cordova motioned to approve the Letter of Understanding regarding insurance coverage as presented. Ms. Hansen supported; no further discussion. Roll call votes taken: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.**

Chief Financial Officer's Report

○ Financial Dashboard

- **January 2021 Finance Report:** The [financial report](#) for the month of January 2021 was included in packets. Mr. Greer reviewed and explained this report to the Board. **Ms. Hansen motioned to approve the financial report. Mr. Cordova supported. Roll call vote: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.**
- **Payables:** The payables presented were approved for the period ending March 18, 2021 in the amount of \$486,779.77. **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:**
 - **Relias Learning (renewal)-** Bay Bluffs has used this online education platform for annual employee training since 2013. It remains one of the top services for long-term care employee education and compliance. **Ms. Hansen motioned to renew the agreement with Relias Learning. Mr. Cordova supported; no further discussion. Roll call vote: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.**
 - **ARJO (renewal)** Bay Bluffs utilizes the ARJO resident mobility systems to provide a safe transfer for both residents and staff. Mechanical lifts are a) expensive to replace and b) expensive to maintain but have provided for reduced employee injury and reduced WorkComp costs since implementation in 2016. **Mr. Cordova motioned to renew the maintenance agreement with ARJO, subject to Mr. Engel's final review. Ms. Hansen supported; no further discussion. Roll call vote: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.**
 - **Policy Stat – iContract (new)** Current policy/procedure management is tasked to the Administrator at this time. Based on pandemic related experiences and regulatory burden of policy management, a more efficient means of managing policies, policy changes, staff education regarding policies, and regulatory linkage within policies is of critical importance to the facility. Three different vendors were evaluated as part of the selection process. Criteria such as ease of use, support, pricing, and quality of product were utilized to select PolicyStat.

Ms. Hansen motioned to approve the agreement with PolicyStat – iContract. Mr. Cordova supported; no further discussion. Roll call vote: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.

- **Plante/Moran audit engagement letter:** This has not yet been reviewed by civil council. A special meeting will need to be held to approve this agreement before the April meeting.
- **Capital Expenditures:** None.
 - **Supplemental Wage Update:** The direct care worker supplement was renewed again at the state level through September 30, 2021. This \$2.25/hour increase included nurses, CENAs and respiratory therapists. In July 2020, the Board approved a \$1/hour increase for non-direct care staff. Ms. Ashley discussed the need to manage operating costs and balance that with retention of current non-direct care support staff. Ms. Ashley recommends that the Board consider a \$2/hour or \$2.25/hour increase to non-included support staff for the period of April 1, 2021 through September 30, 2021. Mr. Cordova discussed his experience with hiring staff, and noted that starting wages for fast food workers can be higher than some of the housekeeping and dietary positions. He discussed the need to make Bay Bluffs as competitive as possible, especially considering other local businesses are starting their summer hiring, and often include higher wages or hiring bonuses. He supports the \$2.25/hour increase for the full 6 month period. Ms. Hansen voiced her support, but wants to be mindful of the financial implication. She is concerned what the operational impact of the increase for the full 6 month period may be. She mentioned that the Board needs to do all they can to ensure the best quality of care, and that staff morale is a huge part of that. Mr. Engel voiced his concern that the motion be made appropriately. **Ms. Hansen motioned to approve a temporary supplemental wage increase of \$2.25/hour for the positions not included in the state’s direct care worker supplemental wage increase for the period of April 1, 2021 through September 30, 2021. Mr. Cordova supported, no further discussion. Roll call votes taken: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.**
 - **Foundation Reimbursement Request:** Ms. Ashley explained that due to timing of meetings, she had already presented this reimbursement request to the Foundation Board. They Foundation Board approved \$21,500 in reimbursements to Bay Bluffs for the purchase of dishwashers and vitals machines. The reimbursement also includes funds for the Business Resource Network contract to support employee retention at Bay Bluffs. Board members requested that members of the Foundation Board attend an upcoming Board meeting.

New Business:

- **Rules of Procedure:** Ms. Ashley presented the Rules of Procedure for the Board's review. There was discussion of changes to items included on the Bay Bluffs website. Ms. Ashley and Ms. Smith requested clarification as to whether or not the Board would prefer to have the full set of financials included with each set of monthly meeting minutes, or if they would like to have just the budget posted, with other items available upon request. Board members determined that they'd like to see the full set of financials available each month. **Mr. Cordova motioned to approve the edited Rules of Procedure as presented. Ms. Hansen supported; no further discussion. Roll call vote taken: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.**
- **FOIA Policy/Procedure Review:** Ms. Ashley requested that the Board approve the FOIA Policy and Procedures are presented. This is the same policy and procedures that the county uses. All FOIA requests are run through Mr. Engel's office. **Mr. Cordova motioned to approve the FOIA Policy and Procedures as presented. Ms. Hansen supported; no further discussion. Roll call vote taken: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.**
- **Facility Assessment:** This is expected to start on March 24.
- **Administrator Review:** Ms. Mroczkowski explained that Ms. Ashley provided some evaluation tools from other facilities for consideration. She is currently reviewing them, and will provide them to the Board for their feedback. Ms. Mroczkowski will work with the HR Director at Bay Bluffs for feedback from Ms. Ashley's direct reports.

Public Comment: None

Recap & Summary: The April meeting may or may not be in person, depending on the results of the Board of Commissioners' discussion. Dr. Blanchard, Bay Bluffs Medical Director, will be invited to the April meeting. The Letter of Understanding for maintenance and life safety will be discussed at a future meeting. The County Loan payment will be reviewed in April. A special meeting will be scheduled and posted to discuss the Plante Moran audit engagement letter. Members of the Foundation Board will be invited to the May meeting.

Adjournment: **Mr. Cordova motioned to adjourn. Ms. Hansen supported; no further discussion. Roll call vote taken: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.** Regular Meeting adjourned at 12:16 pm.

Upcoming Meetings:

- The next Regular Meeting is scheduled for April 15, 2021 in the Bay Bluffs Conference Room at 10 a.m.

Date

Gayle Mroczkowski, Chairperson

Date

Lisa Ashley, Recording Secretary

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