



Bay Bluffs – ECMCF

Emmet County Department of Health & Human Services Board
Special Board Meeting Minutes
February 4, 2021

Gayle Mroczkowski, Board Chair, called the meeting to order at 4:00 p.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 Kristen Smith, Executive Assistant
Others Present:	Robert Engel, Civil Counsel Charlie MacInnis, Emmet County Commissioner
Staff Absent:	Lisa Ashley, Administrator
Guests Present:	Mike Reaves

Ms. Mroczkowski welcomed everyone to the meeting, for the purpose of discussing the Payroll Protection Program (PPP) Loan application.

Mr. Greer explained that he has been working with First Community Bank, and Bay Bluffs is eligible for a PPP Loan in the amount of \$1,651,590.00. This amount is calculated based on Bay Bluffs' payroll. He explained the conditions of the PPP Loan, which include that a minimum of 60% of the loan amount must go to payroll costs (salaries, wages, health insurance contributions and retirement contributions). The loan cannot include wages of employees who make over \$100,000. Bay Bluffs cannot reduce the average FTE count, excluding terminations for cause and resignations. Bay Bluffs cannot reduce employee compensation by more than 25%. The non-payroll costs cannot be more than 40% of the loan amount, and include utilities, costs of supplies, worker protection expenses and costs of software/cloud computing. There is a 24 week forgiveness period for the loan. Mr. Greer explained that there would be no issue spending the funds in the timeframe. There are 8 other Michigan County Medical Care Facilities that have received PPP funds. Medical Care Facilities must have a separate EIN from the County in order to be eligible. Mr. Greer confirmed that Bay Bluffs has its own EIN. Mr. MacInnis asked Mr. Greer to confirm that this is an unsecured loan, which Mr. Greer did.

Mr. Cordova motioned to approve the PPP loan and resolution authorizing Ms. Ashley and Ms. Mroczkowski to sign the loan documents on behalf of Bay Bluffs. Ms. Hansen supported; no further discussion. Roll call vote taken: Ms. Mroczkowski (YES), Ms. Hansen (YES), Mr. Cordova (YES). Motion carries.

Public Comment: None

Adjournment: Special Meeting adjourned at 4:12 p.m.

Upcoming Meetings:

- The next Regular Meeting is scheduled for February 18, 2021 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.