



Bay Bluffs – ECMCF
Emmet County Department of Human Services Board
Board Meeting Minutes
June 16, 2016

Mary Horan, Board Chair, called the meeting to order at 10:03 a.m. at Bay Bluffs – ECMCF in the Conference Room.

Board Members Present: Mary Horan
Liz Horrom
Marie Wayman

Board Member Absent: None

Staff Present: Kristen Moore, Administrative Assistant
Lisa Ashley, Administrator
Kathy Abbott, Esq., Civil Counsel
Michael Greer, Chief Financial Officer

Staff Absent: None

Others Present: Nick Maeder, Plante Moran
J. Eric Conway, Plante Moran (via conference call)

Others Absent: Charlie MacInnis, Liaison to Board/County commissioner

Guest(s)/Others Present: None

Consent Agenda: The consent agenda included the meeting agenda, and the minutes from the May 19, 2016 meeting, along with the facility reported incidents record and strategic goal report. **Ms. Wayman motioned to approve the consent agenda. Ms. Horrom supported the motion. The motion carried by consensus.**

Chief Financial Officer's Report:

- **Audit Presentation**
 - Nick Maeder from Plante Moran explained the results of the 2015 Audit to the Board. J. Eric Conway attended via conference call and assisted with the explanation. They shared different financial benchmarks with the Board, as well as trends in the industry to be aware of. They answered questions from Board members.
- **Financial Dashboard**

- **May 2016 Cash Report:** The cash report for the month ending April 31, 2016 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.
- **April 2016 Financial Report:** The financial report for the month ending March 30, 2016 was included in packets as well. Mr. Greer reviewed and explained this report to the Board.

Ms. Wayman motioned to approve the financial report. Ms. Horrom supported. Voice vote taken, motion carried by consensus.

- **Payables:**

The June payables presented today were reviewed and approved for the period ending June 16, 2016 in the amount of \$382,545.16.

Ms. Wayman motioned to approve and pay the bills as reviewed by the Board. Ms. Horrom supported; no further discussion. Roll call votes taken: Marie Wayman (YES), Mary Horan (YES), Liz Horrom (YES). Motion carries.

- **Capital Expenses:**

None.

- **Contracts:**

Ms. Ashley informed the Board that she is working with Hospice providers on some changes to their contracts, so that Bay Bluffs has the same contractual obligations with each provider, in order to provide some consistency for staff. She asked the Board to approve the Hospice Services Agreement, subject to the review of Civil Counsel. **Ms. Horrom motioned to approve the Hospice Services Agreement, subject to the review of Civil Counsel. Ms. Wayman supported; no further discussion. Roll call votes taken: Marie Wayman (YES), Mary Horan (YES), Liz Horrom (YES). Motion carries.**

Ms. Ashley explained that she was working on a Dental Services Agreement with the Health Department of Northwest Michigan to provide dental care to Bay Bluffs residents. She asked for the Board to approve the Agreement, subject to the review of Civil Counsel. **Ms. Horrom motioned to approve the Dental Services Agreement, subject to the review of Civil Counsel. Ms. Wayman supported; no further discussion. Roll call votes taken: Marie Wayman (YES), Mary Horan (YES), Liz Horrom (YES). Motion carries.**

Administrator's Report: Ms. Ashley updated the Board that an elopement had occurred, and that she and the rest of the Interdisciplinary Team were working on plans to prevent anything similar from reoccurring.

Old Business:

- **Bay Bluffs Fund-** Mr. Greer and Ms. Ashley explained that they were in the process of recruiting members for the Bay Bluffs Fund Board.

New Business:

- **Outstanding Accounts-** Ms. Abbott advised the board that there is an outstanding account that is currently being reviewed by the Michigan State Police and the Emmet County Prosecutor.

Public Comment: None.

Recap & Summary: Ms. Abbott will review the Hospice Services Agreement

Adjournment: Meeting is adjourned at 12 noon.

Upcoming Meetings:

- The next Regular Meeting is scheduled for July 21, 2016 in the Administrator's Office at 10 a.m.

7/21/16

Date

Mary Horan

Mary Horan, Board Chairperson

7/21/16

Date

Kristen R. Moore

Kristen R. Moore, Recording Secretary

Copies to: Mary Horan, Marie Wayman, Liz Horrom, Kathy Abbott, Charlie MacInnis, Lisa Ashley, and Michael Greer.

