



Bay Bluffs – ECMCF
Emmet County Department of Human Services Board
Board Meeting Minutes
May 19, 2016

Mary Horan, Board Chair, called the meeting to order at 10:02 a.m. at Bay Bluffs – ECMCF in the Administrator's Office.

Board Members Present: Mary Horan
Liz Horrom

Board Member Absent: Marie Wayman

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

Staff Absent: None

Others Present: None

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 April 21, 2016 meeting, along with the facility reported incidents record and strategic goal report. **Ms. Horrom motioned to approve the consent agenda. Ms. Horan supported the motion. The motion carried by consensus.**

Chief Financial Officer's Report:

- **Financial Dashboard**
 - **April 2016 Cash Report:** The cash report for the month ending April 30, 2016 was distributed in the packets. Mr. Greer reviewed and explained the report to the Board.
 - **March 2016 Financial Report:** The financial report for the month ending March 31, 2016 was included in packets as well. Mr. Greer reviewed and explained this report to the Board.
Ms. Horrom motioned to approve the financial report. Ms. Horan supported. Voice vote taken, motion carried by consensus.

- **Payables:**

The May payables presented today were reviewed and approved for the period ending May 19, 2016 in the amount of \$396,742.34.

Ms. Horrom motioned to approve and pay the bills as reviewed by the Board. Ms. Horan supported; no further discussion. Roll call votes taken: Marie Wayman (ABSENT), 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. Mr. Horan supported; no further discussion. Voice votes taken, motion carries.**

Leadership Presentation:

Jennifer Kruzel, RN gave an overview of the Music and Memory program being piloted at Bay Bluffs on Birch Boulevard. She also shared a clip from the film Alive Inside, which showcases the program.

Administrator's Report:

- **Nursing Home Compare Update**

- Ms. Ashley shared with the Board that Bay Bluffs had achieved a 4 star rating with Nursing Home Compare.

- **Birch Door Locks**

- Ms. Ashley explained to the Board that she had submitted a waiver to the state, allowing for the magnetic door locks on Birch Boulevard to be changed so that they do not release when pushed on. The magnetic door locks will still release when the fire alarm sounds, and there is also a button at the Nurses' Station

that will unlock all of the doors when pushed. The staff has been educated on this.

Old Business:

- **Bay Bluffs Fund-** Mr. Greer explained that he had approached members of the Auxiliary, and they were not interested in combining the Auxiliary with the Fund, as they felt that the purposes were different.
- **Contract Review-** Ms. Ashley shared other contracts with the board that had been signed by the previous Administrator. The Board decided that those contracts were not concerning.

New Business:

- **Independent Contractor Agreement-** Ms. Ashley expressed that she was looking into the idea of using Independent Contractor Agreements with specific vendors.
- **Relay for Life-** Ms. Ashley explained to the Board that she had been approached by a few staff members, wondering if Bay Bluffs would be able to sponsor their Relay for Life Team. She explained that this happens regularly, with many organizations approaching her for sponsorship. Ms. Abbott explained that due to the fact that Bay Bluffs is a governmental organization, sponsorship would be illegal and inappropriate. Individual employees may donate as they see fit, but Bay Bluffs as an organization cannot donate or sponsor.

Public Comment: None.

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

Adjournment: Meeting is adjourned at 11:55 a.m.

Upcoming Meetings:

- The next Regular Meeting is scheduled for June 17, 2016 in the Bay Bluffs Conference room at 10 a.m.

6-16-16

Date

6-16-16

Date

Mary Horan

Mary Horan, Board Chairperson

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.

