

**SHIAWASSEE COUNTY MEDICAL CARE FACILITY
SHIAWASSEE COUNTY HEALTH AND HUMAN SERVICES BOARD
MEETING MINUTES**

February 7, 2018, Administrator's Conference Room

CALL TO ORDER: The meeting was called to order at 4:00 PM by Mrs. Civile; roll call was taken and recorded as follows: Londa Knauff, Co-Chairperson via telephone; Cindy Civile, Member; Shana Espinoza, Administrator; Linda Weber, Chief Financial Officer; Theresa DeLau, Director of Nursing; Jeff Smithingell, Plant Operations; Jennifer Zamora, Dietary; Deb Bendall, IT; Jim Agemy, Ken Krill & Associates; Bob Zabowski, Edmond London & Associates; Chad Dean and Zach Zechmeister, Spence Brothers; and Judy Mills and Chelsey Edwards, Administrative Assistants to the Administrator. Hartmann Ave, Chairperson, absent by previous arrangement.

Approval of the Shiawassee County Medical Care Facility / Shiawassee County Department of Health and Human Services Board meeting minutes: of December 19, 2017. Mrs. Knauff moved to accept the minutes of the December 19, 2017 meeting. Motion was supported by Mrs. Civile and passed by consensus.

Approval of the Shiawassee County Medical Care Facility / Shiawassee County Department of Health and Human Services Board meeting minutes: of January 9, 2018. Mrs. Knauff moved to accept the minutes of the January 9, 2018 meeting. Motion was supported by Mrs. Civile and passed by consensus.

1. **Public Participation** - None.
2. **New Pleasant View Building – Construction Report** – Chad Dean from Spence Brothers reported that we are moved in and Spence Brothers Construction will still be available for any construction problems we find such as the hot water heating leaks. He stated they will continue to address issues as they arise.
3. **New Pleasant View Building - CM Payment Request #19** – Spence Brothers submitted a request for payment #19 in the amount of \$632,532.58. Mrs. Knauff made a motion to approve the request for payment #19 to Spence Brothers in the amount of \$632,532.58. Motion was supported by Mrs. Civile and passed by consensus.
4. **New Pleasant View Building – ELA Architect Progress Billing** – Bob Zabowski of Edmond London & Associates, Inc. stated they do not have any invoices to submit for payment at this time.
5. **New Pleasant View Building – PCCO #038** – Mrs. Espinoza presented PCCO #038 in the amount of \$15,676.75 covering OT for major architectural finish work including flooring, drywall and millwork installation. Mrs. Espinoza explained this cost was to keep us on track for our move in date. After discussion Mrs. Knauff made a motion to approve PCCO #38 in the amount of \$15,676.75 as prepared by Spence Brothers. Motion was supported by Mrs. Civile and passed by consensus.
6. **New Pleasant View Building – PCCO #039** - Mrs. Espinoza presented PCCO #039 in the amount of \$23,579.14 to cover the OT for mechanical and electrical work to keep us on track for the move in date. After discussion Mrs. Knauff made a motion to approve PCCO #039 in the amount of \$23, 579.14. Motion was supported by Mrs. Civile and passed by consensus.
7. **New Pleasant View Building – PCCO #040** – Mrs. Espinoza recommended payment for PCCO #040 in the amount of \$2,036.46 to cover the cost of changes to a spa room due to the tub door not opening on the proper

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side. After discussion Mrs. Knauff made a motion to approve payment of PCCO #40 in the amount of \$2,036.46 as prepared by Spence Brothers. Motion was supported by Mrs. Civile and passed by consensus.

8. **New Pleasant View Building – PCCO #041** - Mrs. Espinoza recommended payment for PCCO #041 in the amount of \$2,327.12 for additional power connections for nurse call, Wanderguard and other areas where power was needed. After discussion Mrs. Knauff made a motion to approve PCCO #041 in the amount of \$2,327.12 as prepared by Spence Brothers. Motion was supported by Mrs. Civile and passed by consensus.
9. **New Pleasant View Building – PCCO #042** – Mrs. Espinoza recommended payment for PCCO #042 in the amount of \$3,015.38 to coordinate for water hookups to courtyard irrigation systems. After discussion Mrs. Knauff made a motion to approve PCCO #042 in the amount of \$3,015.38 as prepared by Spence Brothers. Motion was supported by Mrs. Civile and passed by consensus.
10. **New Pleasant View Building – PCCO #043** - Mrs. Espinoza recommended payment for PCCO #043 in the amount of \$4,715 for the cost to change fixed windows at the nurses' stations to sliding windows. After discussion Mrs. Knauff made a motion to approve the payment of PCCO #043 in the amount of \$4,715 as prepared by Spence Brothers. Motion was supported by Mrs. Civile and passed by consensus.
11. **New Pleasant View Building – PCCO #044** – Mrs. Espinoza recommended payment for PCCO #044 in the amount of \$1,508.25 to add solenoid to enable the main entry door to lock electronically with the access control system. After discussion Mrs. Knauff made a motion to approve the payment of PCCO #044 in the amount of \$1,508.25 as prepared by Spence Brothers. Motion was supported by Mrs. Civile and passed by consensus.
12. **New Pleasant View Building – PCCO #045** – Mrs. Espinoza recommended we hold on the decision for payment of PCCO #045 in the amount of \$6,403.48 for changes related to the failed inspection.
13. **New Pleasant View Building – PCCO #046** – Mrs. Espinoza recommended payment of PCCO #046 in the amount of \$1,678.21 for relocation and modification of light fixture outlets due to minor field changed. After discussion Mrs. Knauff made a motion to approve the payment of PCCO #046 in the amount of \$1,678.21 as prepared by Spence Brothers. Motion was supported by Mrs. Civile and passed by consensus.
14. **New Pleasant View Building – PCCO #047** - Mrs. Espinoza recommended payment of PCCO #047 in the amount of \$4,452.64 for mechanical and electrical work. After discussion Mrs. Knauff made a motion to approve the payment of PCCO #047 in the amount of \$4,452.64 as prepared by Spence Brothers. Motion was supported by Mrs. Civile and passed by consensus.
15. **New Pleasant View Building – PCCO #048** – Mrs. Espinoza recommended payment of PCCO #048 in the amount of \$12,998.05 for OT related to major architectural finish work to keep the deadline as well as to assist Pleasant View staff in installing owner supplied items (soap dispensers, etc.). After discussion Mrs. Knauff made motion to approve the payment of PCCO #048 in the amount of \$12,998.05 as prepared by Spence Brothers. Motion was supported by Mrs. Civile and passed by consensus.
16. **New Pleasant View Building – Millwork Concern** – Mrs. Espinoza presented an update on the millwork concern. Zack Zechmeister of Spence Brothers stated that all suppliers have been paid and this should be a non-issue.

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At 4:18 p.m. Chad Dean and Zach Zechmeister of Spence Brothers; Bob Zabowski from Edmund London & Associates; and Jim Agency of Ken Krill & Associates left the meeting.

17. **New Pleasant View Building – FF & E** – Mrs. Espinoza presented that there were some last minute changes to offices prior to the move and additional furniture had to be ordered. There were also file cabinets, chairs that had been missed, in addition to an overhead storage system. After discussion Mrs. Knauff made a motion to approve \$14,060.88 in outstanding furniture costs through NBS. Motion was supported by Mrs. Civile and passed by consensus.
18. **New Pleasant View Building – Move Summary** – Mrs. Espinoza presented that we have made the move and that it was seamless and smooth! Residents and staff are adjusting to the new building. Mrs. DeLau has been problem solving on the Harbors Unit. There have been some random pipe leaks and fire alarm sensors issues.
19. **New Pleasant View Building – Old Facility Decommission/Transfer** – Mrs. Espinoza presented that we had secured assistance from Ingrid Jensen with Clark Hill, to assist with the transfer of the old facility to the city. The transfer occurred on February 1st. Utilities have also been transferred. The city was upset regarding damages to the building where items were removed by county officials. The plan is to let the city and county resolve this issue.
20. **New Pleasant View Building – Sheridan Realty** – Mrs. Espinoza presented that the auction of left over items at the old building was completed as of 1/30/18. The amount in sales totaled \$24,915. The commission to Sheridan Realty at 20% was \$4,983. Advertising and setup expense was \$1,500. The total amount to the facility will be \$18,432.
21. **New Pleasant View Building – Admission during Move Week** – Mrs. Espinoza presented that admissions were on hold the week of the move. She also presented that after the move admitting was done slowly so as to not overwhelm the team while they adjusted to the new facility. Currently we are on quarantine and not bringing in new admits. It is hoped that the quarantine will be lifted tomorrow and we will start admitting again. Currently census is at 117.
22. **New Pleasant View Building – Analysis of Building Project Costs and Cash/Financing Available** – Mrs. Weber presented that there was no update to be presented at this meeting due to the vacancy in the Accounting Assistant position. The update will be presented and discussed at the next board meeting.
23. **Marketing/PR – Update** - Mrs. Espinoza presented that we have been in contact with the local newspapers following the move. A pep rally and spirit week are planned for mid-February and media will be invited. Mrs. Espinoza also presented that she will be meeting with Carrie Rathbun to define her position.
24. **Financial – Medicaid & Medicare Cost Reports** – Mrs. Weber presented that she had researched and sought recommendations in reference to a replacement firm to handle our Medicaid and Medicare cost reports. Mrs. Weber is recommending the services of Micrys Management & Consulting to replace Plante Moran, who handled our cost reports over the last several years. After discussion Mrs. Knauff made a motion to engage cost report services with Micrys Management & Consulting. Motion was supported by Mrs. Civile and passed by consensus.

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- 25. Financial – Memorial Fund** - Mrs. Weber presented that after a donation was received during the month of December and as of December 31, 2017 the balance to the Memorial Fund is \$19,959.97.
- 26. Financial – Financial Report** – Mrs. Weber presented the November 2017 financial report. After review and discussion Mrs. Knauff made the motion to accept the November 2017 financial report as presented pending final audit. Motion was supported by Mrs. Civile and passed by consensus.
- 27. Financial – Accounts Payable** – Mrs. Weber presented the AP check register for 12/29/2017 in the amount of \$1,269,358.05. After review Mrs. Knauff made a motion to approve the AP check register of 12/29/2017 in the amount of \$1,269,358.05. Motion was supported by Mrs. Civile and passed by consensus. Mrs. Weber then presented the AP check register for 01/12/2018 in the amount of \$300,807.30. After review Mrs. Knauff made a motion to approve the AP check register of 01/12/2018 in the amount of \$300,807.30. Motion was supported by Mrs. Civile and passed by consensus. Mrs. Weber also presented AP check register for 01/26/2018 in the amount of \$642,192.50. After review Mrs. Knauff made a motion to approve the AP check register of 01/26/2018 in the amount of \$642, 192.50. Motion was supported by Mrs. Civile and passed by consensus.
- 28. Financial- Payroll** - Mrs. Weber presented the payroll summary for 12/25/17 to 01/07/18 that was paid out on 01/19/2018 in the amount of \$413,889.22. Mrs. Knauff made a motion to approve the payroll that was paid out 01/19/2018 in the amount of \$413,889.22. Motion was supported by Mrs. Civile and passed by consensus. Mrs. Weber then presented the payroll summary for 01/08/18 to 01/21/18 that was paid out on 02/02/2018 in the amount of \$429,244.70. Mrs. Knauff made a motion to approve the payroll paid out on 02/02/2018 in the amount of \$429,244.70. Motion was supported by Mrs. Civile and passed by consensus.
- 29. Financial – Occupancy Data Comparison** – Mrs. Espinoza presented that the occupancy data comparison of 12/2017 to 12/2016, which showed the average daily census for December 2017 was higher than the average daily census for December 2016.
- 30. Financial – Write-Offs** – Mrs. Weber presented that there were no write-offs to present at this time.
- 31. Operations – Common Angle** – Mrs. Espinoza presented that Common Angle has assisted us with concerns we have had with Compass and Stingray since moving into the new facility. The phone system does not work as requested. The doorbell systems we requested were not installed. Compass has reviewed what we have received versus what has been missed. At this time Compass has agreed to a credit of \$61,466 for the phone system. We will be signing with an entirely different company and system for phones. We are recommending a switch to SPS. The quote with SPS has come to \$59,094.76. This covers a 5-year maintenance and support plan. We are still working on a phone system for the resident phones. After discussion Mrs. Knauff made a motion to utilize services with SPS for a new phone system at a cost of \$59,094.76. Motion was supported by Mrs. Civile and passed by consensus.
- 32. Operations – Off-Site Medical Record Storage** – Mrs. Espinoza presented the new facility is not equipped to handle older medical records storage. Quotes were received from three companies for off-site record storage. After reviewing the quotes it was determined to go with Corrigan Records Storage. The cost of the initial pick up and indexing was estimated at \$220. The monthly retention fee is estimated at \$55/month. After discussion Mrs. Knauff made a motion to approve the contract with Corrigan for off-site medical records storage. Motion was supported by Mrs. Civile and passed by consensus.

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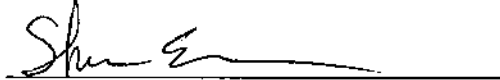
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33. **Operations – State** - Mrs. Espinoza presented that we have 6 outstanding facility reported incidents that we anticipate state will be in to investigate in the near future. Mrs. Espinoza pointed out the increase in outstanding reports ties to the change in reporting requirements as well as the state being backlogged with investigations to complete.
34. **Operations – Incident/Accident Report Data** – Mrs. Espinoza presented that the October to December 2017 Incident Accident Reports were reviewed at the January 9th board meeting.
35. **Strategic Planning – Culture Change Journey** – Mrs. Espinoza presented plans to date have been completed. Due to the recent move, new Eden journey plans will be developed after we settle into the facility.
36. **Human Resources – Accounting Assistant Position Open** - Mrs. Espinoza presented that the accounting assistant position was suddenly vacated and a replacement is actively being sought. Mrs. Weber presented that they have contacted a possible replacement.
37. **Human Resources – Non-Union Raises/Evaluations** – Mrs. Espinoza presented that evaluations are ongoing internally. The administrator will request her evaluation at a future date when all board members can be present.
38. **Human Resources – Part-time Wages** – Mrs. Espinoza presented that the part time pay rate for all departments was \$9.23, but due to the changes in the minimum wage the part-time wage was increased to \$9.25 effective January 1, 2018. She also presented that historically we have kept our part-time wage above the minimum expectations. We are proposing an increase of \$.25. This would place our part-time wage at \$9.50/hour. After discussion Mrs. Knauff made a motion to increase the part-time wage by \$.25/hour. Motion was supported by Mrs. Civile and passed by consensus.
39. **Human Resources – EEOC** - Mrs. Espinoza presented that on 1/25/18 we received a complaint that was filed against us through the EEOC. This was in regards to a complaint of sexual discrimination. We have involved our lawyers for assistance.
40. **Human Resources – Updated Policies** - There were no pertinent policy revisions since the last board meeting.
41. **Physical Plant** – No presentation.
42. **Nursing – Quarantine** – Mrs. Espinoza presented that as of 1/30/18 we had one confirmed case of the flu and other residents that were symptomatic for flu like symptoms. It was determined that two of the units needed to be quarantined. On 1/31/18 an additional flu case was identified. As a result all units were quarantined. This means no visitors to the units, and residents are to stay on their assigned units. The situation is being closely monitored by the Infection Preventionist Nurse and the Director of Nursing. We are hopeful that the quarantine will be lifted tomorrow. Even with the quarantine lifted staff and visitors will continue to wear face masks.
43. **Activities** – No presentation.
44. **Next Meeting** – Friday, March 9, 2018 at 10:00 A.M. in the Administrator's Conference Room. Mrs. Knauff will be in attendance via the telephone.

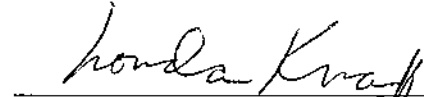
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45. **Adjournment** – Mrs. Knauff moved to adjourn the meeting at 5:10 p.m. Motion was supported by Mrs. Civile and passed by consensus.



Administrator



Board Chairman