

**19SHIAWASSEE COUNTY MEDICAL CARE FACILITY  
SHIAWASSEE COUNTY HEALTH AND HUMAN SERVICES BOARD  
MEETING MINUTES  
January 9, 2018, 2-East Dining Room**

**CALL TO ORDER:** The meeting was called to order at 4:11 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; Sandy Lamb, Human Resource Director; Jeff Smithingell, Plant Operations; Jennifer Zamora, Dietary; Amy Conklin, Life Enrichment Director; Chantel Ferrio, Rehab Care; Ken Krill and Jim Agemy, Ken Krill & Associates; Bob Zabowski, Edmond London & Associates; Chad Dean, Kelli Jenness, and Zach Zechmeister, Spence Brothers; and Judy Mills and Chelsey Edwards, Administrative Assistants to the Administrator. Hartmann Ave, Chairperson, absent by previous arrangement.

1. **Public Participation** - None.
2. **New Pleasant View Building – Construction Report** – Chad Dean from Spence Brothers reported on the construction progress of the new building. Mr. Dean stated they are finishing up the fire marshal's list of requested repairs. The fire marshal is scheduled for a return visit on January 11<sup>th</sup> at 8:30 a.m.
3. **New Pleasant View Building - CM Payment Request #19** – Spence Brothers request for payment #19 will be presented at the January 30<sup>th</sup> board meeting.
4. **New Pleasant View Building – ELA Architect Progress Billing** – Bob Zabowski of Edmund London & Associates, Inc. stated they will have 1 more bill to submit along with mileage. No bill submitted at this meeting.
5. **New Pleasant View Building – PCCO's** – None were presented for this meeting.
6. **New Pleasant View Building – Millwork Concern** – Mrs. Espinoza presented that there have been numerous concerns with the millwork company (McClelland Millwork). The concerns include lack of timely completion of the work, completeness of the work and quality of the work. Chad Dean of Spence Brothers presented that additional help was brought in to meet their deadlines. Due to the concerns Spence has stopped payment to the McClelland Millwork. McClelland in turn has requested a copy of the bond, which indicated they may be preparing to file a bond claim. Spence is working on this and will provide an update at the next meeting.
7. **New Pleasant View Building – Occupancy Inspections/State Needs** – Mrs. Espinoza presented a follow up to the call she received on 12/15/17 from Andrea Moore with state licensing, stating further items were needed before our move. Mrs. Espinoza and Mrs. Moore had discussions regarding the needs. An application and move plan was submitted to her for review. Both were reviewed and are satisfactory.
8. **New Pleasant View Building – BFS Inspection** – Mrs. Espinoza presented the BFS inspection for occupancy occurred on 12/26/17. We did not pass this inspection. Spence Brothers is working quickly to satisfy the outstanding needs. The main concern tied to the lack of a fire alarm annunciator panel being located on a resident unit. They are working within our move timeline to re-inspect. The re-inspection is still to be determined. An update regarding this to occur at the meeting. Spence Brothers and BFS are still confident that we can satisfy all needs before the move date.

**19SHIAWASSEE COUNTY MEDICAL CARE FACILITY  
SHIAWASSEE COUNTY HEALTH AND HUMAN SERVICES BOARD  
MEETING MINUTES  
January 9, 2018, 2-East Dining Room**

9. **New Pleasant View Building – HFES Inspection** – Mrs. Espinoza presented the HFES inspection for occupancy occurred on 1/2/2018. This went well with very minor concerns. Once the BFS concerns are met, HFES will also sign off.
10. **New Pleasant View Building – Owner’s Representative** – Mr. Krill presented that everything is coming together well and this is a successful project.
11. **New Pleasant View Building – FF&E** – Mrs. Espinoza presented that most furniture is in and installed. There are a few offices with items that are still needed. 80% of the artwork has been installed. The piano has been delivered.

At 4:19 p.m. Chad Dean, Kelli Jenness and Zach Zechmeister of Spence Brothers; Bob Zabowski from Edmund London & Associates; and Ken Krill and Jim Agemy of Ken Krill & Associates left the meeting.

12. **New Pleasant View Building – MovePlan Update** – Mrs. Espinoza presented that MovePlan is the company that was hired to coordinate the move to our new facility. Meetings occur every week now. The move is still scheduled to start the week of January 15<sup>th</sup>, with residents moving on the 17<sup>th</sup>, pending final inspection results. Buses are secured for the move date. Rental beds have replaced our current beds. Our beds have all been moved to the new facility. Staff schedules are being finalized. Resident moves will start at 7:30 a.m. and run through 6:00 p.m. The Shiawassee Emergency Management Team will be assisting with this move.
13. **New Pleasant View Building – Current Facility Decommission** – Mrs. Espinoza presented that we have secured assistance from Ingrid Jensen of Clark Hill to coordinate with the city the transfer of our current facility/utilities to the city. In addition, we are working to identify and satisfy any expectations the city has with the transfer. Ingrid is having difficulty getting a response from the city. We are still anticipating a February 1<sup>st</sup> transfer of the property to the city. Details are still being worked out.
14. **New Pleasant View Building – Transfer Agreement with County** – Mrs. Espinoza presented that an extensive search was conducted to see if the transfer agreement with the county had been signed. No signed copy could be found in our records. The county could not find a signed copy either. Because of differences in opinion between the city and the county the decision was made to hold off on signing a transfer of property until further discussions are held at the next Board meeting.
15. **New Pleasant View Building – Sheridan Realty** – Mrs. Espinoza presented that Sheridan Realty has reviewed the facility items that we are not taking. They have revised the seller commission to 20% from the 25% that was presented at the last meeting. After discussion Mrs. Knauff made a motion to hire Sheridan Realty to auction items we will not be utilizing after our move. Motion was supported by Mrs. Civile and passed by consensus.
16. **New Pleasant View Building – Admission During Move Week** – Mrs. Espinoza presented that we would like to put a hold on admissions the week of the move. This will allow the team to finalize details such as room assignments, staff assignments, etc. The board members did not express any concerns over this plan.

**19SHIAWASSEE COUNTY MEDICAL CARE FACILITY  
SHIAWASSEE COUNTY HEALTH AND HUMAN SERVICES BOARD  
MEETING MINUTES**

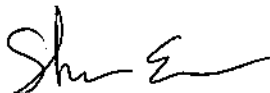
**January 9, 2018, 2-East Dining Room**

17. **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. The update will be presented and discussed at the next board meeting.
18. **Marketing/PR – Update** - Mrs. Espinoza presented that efforts had been focused on the open house and the history wall. Towards the end of December Carrie Rathbun requested additional funds to complete the work for the month. The request was denied and Rachel Baldwin handled the outstanding needs for the open house event and did a great job.
19. **Financial – Memorial Fund** - Mrs. Espinoza presented that this will be discussed at the next board meeting.
20. **Financial – Financial Report** – Mrs. Weber presented that the November financials will be presented and discussed at the next board meeting.
21. **Financial – Accounts Payable** – Mrs. Knauff did not have a copy of the Accounts Payable Check Register to view. Mrs. Knauff made a motion to table the review of the Accounts Payable Check Register ending the date of 12/29/2017 until the January 30<sup>th</sup> meeting. Motion was supported by Mrs. Civile and passed by consensus.
22. **Financial- Payroll** - Mrs. Weber presented the payroll summary for 11/27/17 to 12/10/17 that was paid out on 12/22/2017 in the amount of \$356,764.23. Mrs. Knauff made a motion to approve the payroll that was paid out 12/22/2017 in the amount of \$356,764.23. Motion was supported by Mrs. Civile and passed by consensus. Mrs. Weber then presented the payroll summary for 12/11/17 to 12/24/17 that was paid out on 01/05/2018 in the amount of \$385,206.55. Mrs. Knauff made a motion to approve the payroll paid out on 01/08/2018 in the amount of \$385,206.55. Motion was supported by Mrs. Civile and passed by consensus.
23. **Financial – Occupancy Data Comparison** – Mrs. Espinoza presented that the occupancy data comparison will be discussed at the next board meeting.
24. **Financial – Write-Offs** – Mrs. Weber presented that there were no write-offs to present at this time.
25. **Operations – Common Angle** – Mrs. Weber presented that there have been some concerns brought forth by Common Angle regarding the telephone system compatibility as contracted with Compass Communications. As of this time it appears as though a solution has been determined. An update will be presented at the next board meeting.
26. **Operations – State** – Mrs. Espinoza presented that we have 5 outstanding facility reported incidents that we anticipate state will be in to investigate in the near future. We reported a resident to resident incident on 10/1/17. We also reported on 11/9/17 for another resident to resident incident. On 11/30/17 a resident allegation was reported. On 12/13/17 a resident to resident incident was reported. On 12/22/17 another resident to resident incident was reported. Please note the increase in outstanding reports ties to the change in reporting requirements as well as the state being back logged with investigations to complete.
27. **Operations – Incident/Accident Report Data** – Mrs. Espinoza presented the October to December 2017 Incident Accident Reports for review.

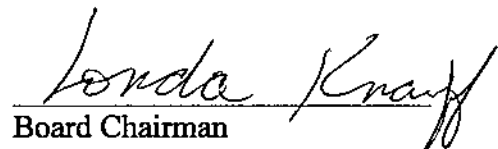
**19SHIAWASSEE COUNTY MEDICAL CARE FACILITY  
SHIAWASSEE COUNTY HEALTH AND HUMAN SERVICES BOARD  
MEETING MINUTES**

**January 9, 2018, 2-East Dining Room**

28. **Strategic Planning – Culture Change Journey** – Mrs. Espinoza presented plans to date have been completed. Due to the upcoming move, new Eden journey plans will be developed after we settle into the facility.
29. **Human Resources – Non-Union Raises/Evaluations** – Mrs. Espinoza presented that evaluations have started for non-union employees. This year the raises will be tied to performance and the evaluation. Raises are anticipated to not exceed 2% in most cases, though a few individuals may be closer to 3% to keep the wages at a fair rate. The department heads evaluation will be treated separate from the above and will occur with HR and the Administrator in the near future. The Administrator evaluation will be placed on an upcoming board agenda. Mrs. Knauff made a motion to approve non-union raises in an amount not to exceed 3% for any individual. Motion was supported by Mrs. Civile and passed by consensus.
30. **Human Resources – Updated Policies:** - Mrs. Espinoza presented the revised policy for Resident Valuables to be compliant with the new facility and the locking drawers which will be offered to residents. Mrs. Espinoza also presented the revised policy for Lost and Found to be compliant with the new facility expectations.
31. **Physical Plant** – Mrs. Espinoza presented that the maintenance staff has been busy with preparing for the move to the new facility. Training has begun on the systems at the new building.
32. **Next Meeting** – January 30, 2018 at 4 P.M. in the Administrator’s Conference Room at the new facility, located at 275 Caledonia Drive, Owosso, MI 48867.
33. **Adjournment** – Mrs. Knauff moved to adjourn the meeting at 4:56 p.m. Motion was supported by Mrs. Civile and passed by consensus.



\_\_\_\_\_  
Administrator



\_\_\_\_\_  
Board Chairman