

**PLEASANT VIEW SHIAWASSEE COUNTY MEDICAL CARE FACILITY
SHIAWASSEE COUNTY HEALTH AND HUMAN SERVICES BOARD MEETING MINUTES
OCTOBER 18, 2019: ADMINISTRATOR'S CONFERENCE ROOM**

Call to Order: Mrs. Knauff called the meeting to order at 10:06. The following were in attendance: Londa Knauff (Chair), Cindy Civile (Co-Chair), Greg Bontrager (Member), Shana Espinoza (Administrator), Theresa DeLau (Director of Nursing), Sandy Lamb (Human Resources Manager), Jeff Smithingell (Plant Operations Manager), Rachel Baldwin (Marketing Manager/Admissions Manager), Kelly Knieper (Business Office Manager), Amy Conklin (Life Enrichment Director), Jennifer Zamora (Dietary Manager), Phil Alt (Contracted CFO) via telephone, Cindy Garber (County Commissioner), Kelli Jenness (Spence Brothers) and Chelsea Nelson (Administrative Assistant to the Administrator).

Approval of the Shiawassee County Medical Care Facility/Shiawassee County Department of Health and Human Services Board meeting minutes:

- Mr. Bontrager made the motion to approve the minutes from the September 20, 2019 DHHS Board Meeting; Mrs. Civile supported the motion, which passed by an all yeas vote.
- Mr. Bontrager made the motion to approve the closed session minutes from the October 8, 2019 meeting with recommended changes; Mrs. Civile supported the motion, which passed by an all yeas vote.

1. **Public Participation:** None.
2. **New Pleasant View Building- Building Update:** Mr. Smithingell and Ms. Jenness presented a list outlining the outstanding building needs for Pleasant View and gave an update. Mr. Smithingell stated that he and Ms. Jenness are available after the meeting to give the board a walkthrough of the facility.
3. **New Pleasant View Building- Marketing/PR Update:** Mrs. Baldwin informed the board that we are developing our 2020 millage plan of action. She stated that in November, the CRT will be putting up the Giving Tree as well as setting up a booth in the craft show; the CRT is volunteering for the ARC in December. Mrs. Baldwin explained that our website is being updated to include resident and employee testimonials. She also stated that we are working on hosting a pet adoption event. Mrs. Baldwin further explained that LAFCU hosted a workshop which highlighted credit repair tools that was open to the public. Lastly, she stated that one of our nurses was highlighted in the Argus for receiving a scholarship through MCMCFC.
4. **New Pleasant View Building- Millage:** Mrs. Baldwin presented a rough draft of the millage plan and explained that it is currently a tentative plan.
5. **New Pleasant View Building- Star Rating:** Mrs. Espinoza stated that we remain a 3-star facility at this time. She presented a memo which explained the significant changes coming to the star rating system. She stated that all homes cited for abuse will show a red stop sign next to their name on the nursing home compare website. She further explained that they will be removing the pain measure from the quality scores and that the threshold for the quality measures will increase every 6 months.

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6. **Financial- Community Relations Team (CRT):** Mrs. Espinoza presented a document outlining the transfer of funds related to the CRT expenses. She explained that the document showed the summary of the CRT expenses for June through August 2019, which was paid out of operating funds. Mrs. Espinoza stated that we transferred the total expenses back to the operating funds, since staff recognition expenses cannot be expensed through general operating funds. She further explained that the total amount transferred was \$641.19.

7. **Financial Report:** Mr. Alt presented the August 2019 unaudited financials. Mr. Bontrager made the motion to approve the August 2019 unaudited financials; Mrs. Civile supported the motion, which passed by an all yeas vote.

8. **Financial- Budget:** Mrs. Espinoza explained that the team is working on the 2020 budget. She stated that more information will be presented at the November and/or December board meeting(s).

9. **Financial- Accounts Payable:** Mrs. Espinoza presented the check registers for the pay periods of 9/5/19-9/18/19 and 9/19/19-10/2/19.
 - Mr. Bontrager made the motion to approve payment of the check register dated 9/20/19 in the amount of \$496,277.51; Mrs. Civile supported the motion, which passed by an all yeas vote.
 - Mrs. Civile made the motion to approve payment of the check register dated 10/4/19 in the amount of \$304,900.98; Mr. Bontrager supported the motion, which passed by an all yeas vote.

10. **Financial- Payroll:** Mrs. Espinoza presented the payroll summaries for the pay periods 9/2/19-9/15/19 and 9/16/19-9/29/19. Mrs. Lamb explained that the overall payroll has gone up as compared to 2018. She stated that this is due to a higher number of employees in 2019 than in 2018.
 - Mrs. Civile made the motion to approve payroll from 9/2/19-9/15/19 in the amount of \$436,550.48; Mr. Bontrager supported the motion, which passed by an all yeas vote.
 - Mr. Bontrager made the motion to approve payroll from 9/16/19-9/29/19 in the amount of \$405,057.82; Mrs. Civile supported the motion, which passed by an all yeas vote.

11. **Financial- Occupancy Data Comparison:** Mrs. Espinoza presented the Occupancy Data, which showed a lower number of admissions in September 2019 as compared to September 2018. She explained that there was a higher number of re-admissions and higher discharges compared to 2018. She also explained that the 2018 average daily census is lower than 2019 by two people.

12. **Financial- AR Reconciliation:** Mrs. Knieper presented an AR reconciliation form and gave an update on progress.

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13. **Financial- Outstation Worker:** Mrs. Espinoza explained that the Outstation Worker started working in the facility and that Ms. Thelen is already a great asset to our residents, families and staff.
14. **Operations- CRT Foundation:** Mrs. Espinoza explained that we are continuing to pursue establishing the CRT becoming an official foundation. She presented the bylaws proposed by the attorney we are working with. She explained that we are proposing a board that meets twice a year. Mrs. Espinoza stated that we are waiting for confirmation that these bylaws clearly designate the CRT as a single member entity.
15. **Operations- Drug Diversion/Cameras:** Mrs. Espinoza explained that we became aware of one of our nurses diverting resident narcotic medications on 9/22/19. She stated that the employee is no longer a staff member of PV and that the police are involved. She further stated that the state was notified. Mrs. Espinoza explained that during the investigation, we identified areas of the facility that need addition cameras. She stated that we need to install 9 more cameras, which will cost \$8,025. She stated that the addition of the cameras should help deter similar situations in the future. Mr. Bontrager made the motion to approve \$8,025 to install additional cameras and the necessary camera equipment; Mrs. Civile supported the motion, which passed by an all yea vote.
16. **Operations- State:** Mrs. Espinoza stated that we were cleared on all 7 outstanding FRIs on 10/14/19.
17. **Operations- Incident/Accident Data Report:** Mrs. Espinoza presented the comparison chart for resident incident/accidents for July through September 2019.
18. **Human Resources- Work Comp Settlement:** Mr. Bontrager made the motion to table this for a month until discussions with legal council takes place; Mrs. Civile supported the motion, which passed by an all yea vote.
19. **Human Resources- EEOC:** Mrs. Espinoza stated that we have outstanding EEOC charges from March 12, 2018 and March 7, 2019 from the same individual. She explained that an EEOC investigator interview staff at the facility on 9/24/19. She stated that we have not reached a resolution and that we are looking at different language. She stated that she will keep the board updated as things progress.
20. **Human Resources- ADON:** Mrs. Espinoza explained that our current Nurse Coordinator accepted the open night shift supervisor position. She stated that after reviewing the position, we determined that restructuring the role in to an Assistant Director of Nursing is best. She explained that the ADON position was filled by Jamie Demerly. She stated that the salary is at the same rate as the Nurse Coordinator. She stated that when wages are reviewed, we will propose an increase based on performance as well as to stay competitive in this position.

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21. **Human Resources- Updated Contracts:** Mrs. Espinoza explained that we signed a contract with Altarum for participation in the Eden grant. She stated that there is no cost associated with this contract.

22. **Physical Plant- Laundry Concern:** Mrs. Espinoza explained that necessary painting occurred to the lint trap in the dryer on 10/10/19. She stated that we were originally informed that the laundry area would be out of commission for 1-day; after the repair, Remer informed us that the laundry area would not be accessible for 7-days. She explained that this resulted in PV needing to take the laundry to the local laundry mat to keep up with the workflow. She stated that this is costing the facility approximately \$300 a day.

23. **Nursing- Quality Measure Report:** Mrs. DeLau presented the CASPER report and gave an update on the changes.

24. **Activities- Update:** Mrs. Conklin presented the upcoming activities for November 2019. She also stated that we have a volunteer Chaplin coming to the facility and that she is working with the school to implement an adopt-a-grandparent monthly program. Mrs. Espinoza sadly informed the board that we had to put our facility cat to rest on 10/3/19. She explained that we are coordinating an adoption event in the facility for the residents to vote on a new cat to adopt on 11/12/19.

25. **Information Technology- Computer Purchase:** Mrs. Espinoza informed the board that we need to replace 44 computers. She stated that the IT department has developed an updated computer replacement schedule to avoid large purchases such as this in the future. She explained that the cost associated with replacing the 44 computers is \$54,855.81. She also explained that the IT department is looking at a document managing system, which will be presented at the November board meeting. Mrs. Civile made the motion to approve the computer purchase in the amount of \$57,855.81; Mr. Bontrager supported the motion, which passed by an all yea vote.

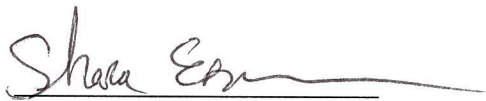
26. **Central Supply- Bed Purchases:** Mrs. Espinoza explained that after assessing our beds in-house, we need to consider a mass replacement of the 120 beds we have. We are proposing that we switch all our current beds out and change them all to the wide beds. She stated that this will give the residents more room and will potentially decrease the chance of falls. She stated that this will also allow us to stop the current bed rentals. Mrs. Espinoza explained that we would like to make these purchases in three quantities of 20 beds at a time over a 3-year time span. She stated that we will ask for board approval before each large order is placed. Mr. Bontrager made the motion to approve the purchase of 40 beds and accessories at a cost not to exceed \$120,000; Mrs. Civile supported the motion, which passed by an all yea vote.

27. **Next Meeting Date:** November 15, 2019 at 10AM.

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28. **Potential Pleasant View Project:** Mrs. Espinoza stated that she met with Brian Long of Memorial last week regarding the potential building addition. She stated that she will give updates as things progress.
29. **Adjourn:** Mrs. Cville made the motion to adjourn the meeting at 11:37AM; Mr. Bontrager supported the motion, which passed by an all yeas vote.

The meeting adjourned at 11:37AM.



Shana Espinoza, RN, LNHA

11/15/19



Board Chair

11/15/19