

**PLEASANT VIEW SHIAWASSEE COUNTY MEDICAL CARE FACILITY
SHIAWASSEE COUNTY HEALTH AND HUMAN SERVICES BOARD MEETING MINUTES
AUGUST 16, 2019: ADMINISTRATOR'S CONFERENCE ROOM**

Call to Order: Mrs. Knauff called the meeting to order at 10:01. 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), Amy Conklin (Life Enrichment Director), Jenifer Zamora (Dietary Manager), Rachel Baldwin (Marketing Manager/Admissions Manager), Kelly Knieper (Business Office Manager), Phil Alt (Contracted CFO), Cindy Garber (County Commissioner), Stephanie Dimmick (Medical Coding Specialist) 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 July 19, 2019 DHHS Board Meeting; 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 presented a list outlining the outstanding building needs for Pleasant View. Mrs. Espinoza explained to the board that with their blessing, she would like to push Spence on the outstanding needs. The board gave their blessing and expressed frustration that the list remains extensive and is becoming stagnant. The board requested the list be completed by October 1, 2019 and stated that they would like a final walk through at this time.
3. **New Pleasant View Building- Marketing/PR Update:** Mrs. Baldwin informed the board she is currently working on the Fall 2019 newsletter. She stated that the Corunna LAFUCU is working on displaying the resident's paintings in their lobby. She further stated that LAFUCU is hosting a workshop in September that explains how to identify and prevent identity theft. Mrs. Baldwin stated that the CRT is hosting a "Stuff the Bus" donation drive. She also explained that the facility had a booth at the 2019 Shiawassee County Fair and explained that we had many visitors. Lastly, Mrs. Baldwin explained that Walgreens is hosting a flu clinic event on September 10, 2019.
4. **New Pleasant View Building- Millage:** Mrs. Espinoza explained that it is time to start planning for the 2020 millage. She stated that we would like to keep the vote in August. She asked the board if they would like her to gather bids from contracted PR companies to help us with the preparation, or if they would rather Pleasant View navigate the millage in-house. The board unanimously stated that they would prefer the coordination to be conducted in-house; stating that they trust the judgement of Mrs. Baldwin and Mrs. Espinoza. They further suggested holding multiple open houses at the facility as well as getting Pleasant View into the community more often.
5. **New Pleasant View Building- Star Rating:** Mrs. Espinoza stated that we remain a 3-star facility at this time.
6. **Financial- PDPM:** Mrs. Dimmick, Pleasant View's Medical Coding Specialist, presented the new Patient Driven Payment Method; a new payment system that will drive the payment process and determine reimbursement to the facility.

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

8. **Financial- SNF VPB:** Mrs. Espinoza explained that the facility received the second-year data under the value-based program, SNF VBP. She explained that SNF VBP performance scores are based on the Skilled Nursing Facility 30-Day All-Cause Readmission Measure (SNFRM), which is a quality measure that assesses rates of unplanned hospital readmissions for Medicare fee-for-service beneficiaries within 30 days of discharge from a prior proximal hospital stay. She further explained that the SNFRM is risk-adjusted to account for various stay-level risk factors such as clinical and demographic characteristics. She stated that we received notice this year that we will again receive the incentive payment multiplier that will be applied to our Medicare fee-for-service claims from October 1, 2019 through September 30, 2020. Mrs. Espinoza explained that this rate is higher than it was last year; last year we were at 1.0151016696. she stated that starting October 1st, we will have a rate of 1.0253403998. Mrs. Espinoza explained that the increase in the multiplier will add an estimated \$20,000 over the previous year; which puts us at \$58,119 for this year.

9. **Financial- Accounts Payable:** Mrs. Espinoza presented the check registers dated 7/12/19 for the pay period of 6/26/19-7/10/19 and the check register dated 7/26/19 for the pay period of 7/11/19-7/24/19.
 - Mr. Bontrager made the motion to approve payment of the check register dated 7/12/19 in the amount of \$167,251.37; 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 7/26/19 in the amount of \$522,980.57; 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 6/24/19-7/7/19 and 7/8/19-7/21/19.
 - Mr. Bontrager made the motion to approve payroll from 6/24/19-7/7/19 in the amount of \$436,903.51; Mrs. Civile supported the motion, which passed by an all yeas vote.
 - Mrs. Civile made the motion to approve payroll from 7/8/19-7/21/19 in the amount of \$398,243.60; Mr. Bontrager supported the motion, which passed by an all yeas vote.

11. **Financial- Occupancy Data Comparison:** Mrs. Espinoza presented the Occupancy Data, which showed a higher number of admissions in July 2019 as compared to July 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 higher than 2019 by two people.

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

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13. **Operations- Licensed Name Concern:** Mrs. Espinoza explained that as discussed at the last meeting, the state contacted us regarding a concern with our utilization of the name "Pleasant View." She explained that we discussed and reviewed this with our attorney as well as with the state. She explained that our attorney advised that we comply with changing the name. She stated that our application is in for the name of "Pleasant View Shiawassee County Medical Care Facility." Mrs. Espinoza explained that the state is also requiring us to change all materials such as our website, emails addresses, materials, etc. She stated that they are allowing us to abbreviate the email addresses and website to "Pleasantviewscmcf.org." Mrs. Espinoza also presented a "Name Change Plan" outlining the steps necessary to become compliant in all areas with the name change. Mrs. Espinoza stated that our attorney feels this is retaliation from the state from when Mrs. Espinoza and Mrs. DeLau met with Larry Horvath. Mr. Bontrager stated that Mrs. Espinoza should make sure our attorney is documenting these situations with the state in case we ever need to build a case against the state.
14. **Operations- CRT Foundation:** Mrs. Espinoza explained that we are continuing to pursue establishing the CRT becoming an official foundation. She stated that we reviewed the bylaws of other county nursing homes with foundations as well as initiated discussions with an attorney to assist in writing the bylaws. She explained that we are working with an accounting firm in Owosso called AHP. Mrs. Espinoza stated that AHP's work will cost \$188 an hour with an estimated 3-6 hours' worth of work. She explained that there will also be a \$275 1023ez IRS form filing fee, as well as a \$20 fee to the state for a corporation fee. She stated that the attorney quoted us \$200 an hour for assistance with the bylaws with an estimated 2-3 hours of work. Mrs. Espinoza stated that she will keep the board updated on our progress. Mr. Bontrager inquired about structure needs such as a board to oversee. Mrs. Espinoza responded that she will clarify this with the attorney.
15. **Operations- State:** Mrs. Espinoza stated that state was here on 8/15/19 and cleared us on all eleven of our outstanding FRIs.
16. **Operation- ATM:** Mrs. Espinoza stated that the ATM is in place; staff and visitors are appreciative of the service to date.
17. **Operations- Incident/Accident Data Report:** Mrs. Espinoza presented the comparison chart for resident incident/accidents for May through July 2019.
18. **Human Resources- Addition of Nurse and Assistant:** Mrs. Espinoza explained that as we prepare for PDPM starting October 1st, we have identified the need for additional staff to be successful. She explained that PDPM is largely driven on patient assessments and documentation; as such, we need enough staff in place daily to accommodate. Mrs. Espinoza stated that because PDPM affects Medicare residents, we would like to refocus our efforts on making New Horizons a true short stay unit, would require a 3rd nurse to be present to handle the complex needs; specifically, the assessment and documentation needs. Mrs. Espinoza presented a letter that our consultant, Vickie Burlew, wrote stating that she also recommended the addition, which also advised the addition of an administrative assistant for the social work team, as their work will greatly increase under PDPM. Mrs. Espinoza also presented a cost break down for the addition of the

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nurse as well as the addition of the administrative assistant. She stated that the estimated cost of the nurse with all benefits is \$94,168.90. Mrs. Espinoza stated that the estimated cost of the administrative assistant with all benefits is \$53,201.84. Mr. Bontrager requested a cost vs. benefit for future addition of staff.

- Mr. Bontrager made the motion to approve the addition of a full-time nurse; Mrs. Civile supported the motion, which passed by an all yeas vote.
- Mrs. Civile made the motion to approve the addition of an administrative assistant; Mr. Bontrager supported the motion, which passed by an all yeas vote.

19. **Human Resources- EEOC:** Mrs. Espinoza gave an update on the following:

- On March 12th, 2018 we received a complaint through the EEOC alleging discrimination. Legal assistance has been obtained. As previously discussed, notice was received in April that the EEOC wanted to investigate further. Legal assistance responded to that request. We are awaiting further follow up from the EEOC.
- On May 7, 2018 we received another EEOC complaint. This is from the same individual as the March 12, 2018 complaints. Legal assistance has been obtained through MMRMA. They have submitted the response letter.
- MMRMA (insurance company) has assigned legal counsel to assist with these claims. They voiced concerns about the reporting timelines but have agreed to handle the claims. No further update currently.

20. **Human Resources- Updated Policies:** The following policies were revised/created:

- **Attendance Policy:** Mrs. Espinoza stated that we are working on a change to the attendance policy; discussions with the union are ongoing. She stated that she gave the union 30-day notice of the change and that they met to discuss said change.

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

22. **Activities- Update:** Mrs. Conklin presented the upcoming activities for September 2019.

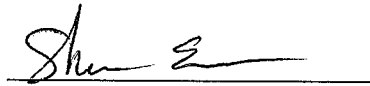
23. **Dietary-Update:** Mrs. Zamora explained that they are working hard on the upcoming Pig Roast. She also explained that the department has received multiple complaints of cold food and are working to fix the issue. She stated that she ordered a plate warmer that heats the plates to keep food to temperature.

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24. **Next Meeting Date:** September 20, 2019 at 10AM.

25. **Adjourn:** Mrs. Civile made the motion to adjourn the meeting at 11:45AM; Mr. Bontrager supported the motion, which passed by an all yea vote.

The meeting adjourned at 11:45AM.



Shana Espinoza, RN, LNHA

9/20/19



Board Chair

9/20/19