

**SHIAWASSEE COUNTY MEDICAL CARE FACILITY
SHIAWASSEE COUNTY HEALTH AND HUMAN SERVICES BOARD MEETING MINUTES
July 19, 2019: ADMINISTRATOR'S CONFERENCE ROOM**

CALL TO ORDER: Mrs. Knauff called the meeting to order at 10:08 AM. The following attended: Londa Knauff (Chair), Cindy Civile (Co-chair), Greg Bontrager (Member), Shana Espinoza (Administrator), Theresa DeLau (DON), Jeff Smithingell (Plant Operations Manager), Sandy Lamb (HR), Kelly Knieper (Business Office Manager), Rachel Baldwin (Marketing and Admission Manager), Deb Bendall (IT), Amy Conklin (Activities), Kelli Jenness via phone (Spence Brothers), Cindy Garber (County Commissioner) 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 June 21, 2019 meeting minutes; Mrs. Civile supported the motion, which passed by an all yea vote.

1. **Public Participation:** None.
2. **New Pleasant View Building- Building Update:** Ms. Jenness presented an updated list of building items of concern and provided an explanation of each individual item. Mrs. Espinoza informed the board that one of our generators is currently down but explained that we can operate with the remaining one.
3. **New Pleasant View Building- Marketing/PR:** Mrs. Baldwin reported that there is a Medicare open enrollment workshop scheduled for August. She stated that CRT will have a booth at the SCOA Senior picnic and the Shiawassee County Fair in July and August. Mrs. Baldwin explained that Chamber AM was a huge success; several businesses have reached out to volunteer and donate towards PV's upcoming events. She explained that the July 15th open house will have a Medicare representative here to answer questions that visitors may have regarding their insurance and nursing homes. Mrs. Baldwin stated that CRT is now selling the "We are Family" t-shirts in infant and children sizes. Lastly, she stated that tickets are now available for the September 21st Kickball tournament
4. **New Pleasant View Building- Star Rating with CMS:** Mrs. Espinoza explained that the facility continues to hold a 3-star rating this month. She explained that we did receive 4-stars in Quality Measure.
5. **Financial- Financial Report:** Phil Alt, contracted CFO, presented the May 2019 financial activity highlights. Mrs. Civile made the motion to approve the May 2019 unaudited financials; Mr. Bontrager supported the motion, which passed by an all yea vote.
6. **Financial- Accounts Payable:**
 - Mrs. Espinoza presented the accounts payable check register dated 6/14/19 for \$267,221.38. Mrs. Civile made the motion to approve payment of the check register dated 6/14/19 for \$267,221.38; Mr. Bontrager supported the motion, which passed by an all yea vote.
 - Mrs. Espinoza presented the accounts payable check register dated 6/28/19 for \$439,084.73. Mr. Bontrager made the motion to approve payment of the

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check register dated 6/28/19 for \$439,018.16; Mrs. Civile supported the motion, which passed by an all yeas vote. Mr. Bontrager stated that he would like to see the recurring monthly register to be separated by category vs. alphabetically.

7. **Financial- Payroll:** Mrs. Lamb presented the payroll summaries for pay periods 5/27/19-6/9/19 and 6/10/19-6/23/19. She stated that OT is up on the 5/27/19-6/9/19 journal due to Memorial Day.
- Mrs. Espinoza presented the payroll journal from 5/27/19-6/9/19 for \$431,084.73, which was paid on 6/21/19. Mrs. Civile made the motion to approve payroll from 5/27/19-6/9/19 for \$431,084.73; Mr. Bontrager supported the motion, which passed by an all yeas vote.
 - Mrs. Espinoza presented the payroll journal from 6/10/19-6/23/19 for \$393,014.37, which was paid on 7/05/19. Mr. Bontrager made the motion to approve payroll from 6/10/19-6/23/19 for \$393,014.37; Mrs. Civile supported the motion, which passed by an all yeas vote.

Mrs. Lamb also presented a payroll comparison for 2018 compared to 2019.

8. **Financial-Budget:** Mrs. Espinoza asked the board if they would like us to revise the budget to the true numbers we are seeing in 2019 to date, or to leave it as is and revise at the end of the year. The board stated that they would like us to leave it as is and revise at the end of the year.
9. **Financial-Lola's Diner:** Mrs. Espinoza explained that our CRT (Community Relations Team) does a lot of positive outreach to our employees and the community. She stated that the funds they utilize are the result of fundraising and/or donated funds. She discussed that we have identified the need to increase the funds to the CRT to continue coordinating these events. Mrs. Espinoza explained that one solution that was developed is to allocate a percentage of the Lola's diner profits to the CRT committee. She stated that we currently allocate 10% of sales from Lola's to the resident council and are proposing 10% of profits go to the CRT committee. She presented a breakdown and explained that the projected amount of profits allocated for the year is approximately \$3,373 based on 2019 sales to date; the data from 2018 shows the yearly amount would have been approximately \$2,426. Mrs. Espinoza stated that we would propose that transfer of funds occurs on a quarterly basis, with a yearly approval from the board; however, we are proposing that this begins retroactively to January 1st, 2019 sale profits. She explained that we are reviewing the potential of having CRT become a foundation and stated that options are currently being reviewed. Mr. Bontrager made the motion to approve 10% of diner sales profits to the CRT committee as of January 1st, 2019; Mrs. Civile supported the motion, which passed by an all yeas vote.
10. **Financial- Occupancy Data Comparison:** Mrs. Espinoza presented the occupancy data comparison, which indicated a lower number of admissions as compared to 2018, with lower readmissions and higher discharges compared to 2018. She explained that June had the most discharges we have seen in over two years; this

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will have an impact to the overall census average for the month. Mrs. Espinoza stated that the 2018 average daily census is higher than 2019 by one.

11. **Financial-Community Relations Team (CRT):** Mrs. Espinoza presented a document showing the transfer of funds related to CRT expenses. She explained that this document highlights the summary of CRT expenses for March through May, which was paid out of operating funds. She stated that we transferred \$1,788.56 of CRT funds back into the operating funds.

12. **Financial- Write-Offs:** Mrs. Espinoza presented the following write-offs:
 - Mrs. Espinoza recommended a motion to approve write-off for resident #8164 for \$830.66. Mr. Bontrager made the motion to approve the write-off for resident #8164 for \$830.66; Mrs. Civile supported the motion, which passed by an all yeas vote.

 - Mrs. Espinoza recommended a motion to approve write-off for resident #7954 for \$2,401. Mrs. Civile made the motion to approve the write-off for resident #7954 for \$2,401; Mr. Bontrager supported the motion, which passed by an all yeas vote.

13. **Financial- AR Reconciliation:** Mrs. Knieper presented an AR Reconciliation form, which was developed to monitor activity related to collections. She gave an update on revisions made since the last meeting.

14. **Financial- Outstation Worker:** Mrs. Espinoza reported that on 6/27/19 we interviewed the three finalists for the outstation worker that were selected by DHHS. She explained that we gave our recommendation for our preferred finalist and received notice from DHHS that they are going to offer that individual the position. She stated that the individual begins training on 7/29/19 with DHHS. Mrs. Espinoza explained that they have also assigned us someone to assist on a case-by-case basis.

15. **Operations-Licensed Name Change:** Mrs. Espinoza explained that the state has contacted us regarding a concern with the fact we utilize the name "Pleasant View." She stated that she is working with our attorney who advised we get a DBA. She stated she has a conference call with the state and our attorney, Andy, to discuss the matter further.

16. **Operations- State:** Mrs. Espinoza explained that we have four outstanding FRIs. She stated that we are hoping these will get a desk review. Mrs DeLau explained that the state changed the reporting regulations on abuse, which causes us to report more often.

17. **Operations-ATM:** Mrs. Espinoza explained that we reviewed a contract to have LAFUCU supply an ATM in our facility lobby. She presented the contract and explained that slight revisions are needed. She explained that there is no cost to the facility and we may end the contract at any time. She stated that Legal Council reviewed the

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contract and found no concerns with liability. She asked the board if they had any concerns with this; they did not.

18. **Operations- Incident/ Accident Report:** Mrs. Espinoza presented the April 2019 through June 2019 incident/accident reports at the meeting.
19. **Human Resources-Full-time Scheduler:** Mrs. Espinoza explained that HR currently handles the scheduling for the nursing department; it is primarily handled by Makayla Antcliff, a part-time employee. She explained that the schedules are constantly changing, which takes up most of her time, and often the other HR employees must assist. She stated that we have also identified the need to have dietary schedules removed from the dietary manager to free up her time to assist in policy and training revisions. Mrs. Espinoza recommended the part-time HR position be changed to full-time to handle dietary and nursing scheduling needs. She explained that we may look at moving all schedules in the entire facility to this role. She presented a cost breakdown. Mr. Bontrager made the motion to change the part-time HR position to full-time; Mrs. Civile supported the motion, which passed by an all yeas vote.
20. **Human Resources- EEOC:** Mrs. Espinoza explained that on March 12, 2018 we received a complaint through the EEOC alleging discrimination. Mrs. Espinoza updated the board, stating that we have received notice that the EEOC is going to investigate further. She stated that legal assistance is coordinating the information request we received. She explained that we also received notice that an additional complaint was filed on May 7, 2019 regarding discrimination and retaliation. She stated that our insurance company, MMRMA has assigned legal counsel to assist with these claims. Mrs. Espinoza stated that MMRMA voiced concerns about the reporting timelines but have agreed to handle the claims. There were no updates at the meeting
21. **Human Resources- Updated Policies:** Mrs. Espinoza explained that a massive review of all policies is underway. She explained that the current focus is on all nursing policies; progress is being made with the dietary policies as well.
 - **Reimbursement Policy:** Mrs. Espinoza stated that we have revised the policy to have a capped amount for meal reimbursements. She also provided the policy for the board to review.
22. **Human Resources- Updated Contracts:** None were presented at this meeting.
23. **Nursing- QAPI:** Mrs. DeLau presented the CASPER report and gave an update on the improvements. She also explained that consultant Sandy Place will be conducting Mental Illness with Dementia training.
24. **Nursing- PCC COMS:** Mrs. Espinoza explained that COMS is a disease management nursing process that improves the efficiency of clinical decision making and assists with proactively managing complex care. She stated that it does this by

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standardizing our processes, strengthening our documentation, and alerting us to residents that are at the risk of being sent back to hospital. She explained that the care pathways built into COMS are what will help standardize our processes and strengthen our documentation. She explained further that this will help us successfully transitioning to PDPM and provide documentation to support the care we provide to our residents. Mrs. Espinoza stated that the monthly cost to sign up for COM's in PCC is approximately \$540/month. Mrs. Civile made the motion to approve the addition of the COMs module in PCC; Mr. Bontrager supported the motion, which passed by an all yeas vote.

25. **Activities- Update:** Mrs. Conklin presented a schedule of upcoming events.
26. **IT-Computer Purchase:** Mrs. Espinoza explained that as a part of the computer replacement schedule, we need to purchase 8 new computers. She stated that these come with a 3-year warranty and the cost for these computers totals \$5,708.32. She further explained that when we moved to the new facility we brought our computers from the old facility. Mr. Bontrager made the motion to approve the purchase of 8 computers at a cost of \$5,708.32; Mrs. Civile supported the motion, which passed by an all yeas vote.
27. **Central Supply- Rental vs. Purchasing:** Mrs. Espinoza explained that as we continue to assess equipment items that we are renting, we are doing cost comparisons to see if we can purchase more items to offset costs of renting. She recommended the purchase of 38 motor less bed air mattress, 6 motored bed air mattresses, and 20 chair air cushions. She stated that the total cost for the purchases is \$43,112.20. She further stated that we are currently spending approximately \$10,000/month to rent these same items. She explained that Maintenance has reviewed the proposed items and can handle the necessary maintenance needs. She explained that the bed mattresses all come with a 5-year warranty and the chair air cushions come with a 2-year warranty. She stated that there could still be some rental costs on occasion if there is a sudden increase in demand, or a need in a certain size that exceeds the amount we have. Mrs. Civile made the motion to approve the purchase of 44 bed air mattresses and 20 chair air cushions at a total cost of \$43,112.20; Mr. Bontrager supported the motion, which passed by an all yeas vote.

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28. Next Meeting Date:

- Friday, August 16, 2019 at 10 AM in the Administrator's Conference Room.

29. Adjournment: Mr. Bontrager made the motion to adjourn the meeting at 11:26 AM; Mrs. Civile supported the motion, which passed by an all yeas vote.

Meeting Adjourned at 11:25 AM.

 Shan E Adm 8/16/19

Administrator 8/16/19

 Londa Krauff 8-16-19

Board Chair 8/16/19