

**PLEASANT VIEW SHIAWASSEE COUNTY MEDICAL CARE FACILITY  
SHIAWASSEE COUNTY HEALTH AND HUMAN SERVICES BOARD MEETING MINUTES  
SEPTEMBER 20, 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), 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 August 16, 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 and gave an update on new issues that have occurred. Mrs. Espinoza explained that she since she has pressured Spence, they have made a lot of progress on out outstanding needs. She stated that Kelly Jenness with Spence understands that the board is asking for regular updates.
3. **New Pleasant View Building- Marketing/PR Update:** Mrs. Baldwin informed the board that a Medicare workshop is scheduled for October, which is open to the public. She stated that the CRT committee delivered donated school supplies to Laingsburg Elementary, explaining that one of our residents drew the school from a hat of all the schools in Shiawassee County. She stated that the CRT is hosting an Eden Fun Day with an Eden version of family feud. Mrs. Baldwin explained that the newsletters were mailed out. She also stated that the CRT is raising money for the National Alzheimer's walk. Lastly, she stated that the flu clinic was a success.
4. **New Pleasant View Building- Millage:** Mrs. Espinoza explained that she and Mrs. Baldwin have been meeting to develop a plan to present at future board meetings.
5. **New Pleasant View Building- Star Rating:** Mrs. Espinoza stated that we remain a 3-star facility at this time.
6. **Financial Report:** Mr. Alt presented the July 2019 unaudited financials. Mrs. Civile made the motion to approve the July 2019 unaudited financials; Mr. Bontrager supported the motion, which passed by an all yeas vote.
7. **Financial- QAS/QMI:** Mr. Alt explained that our QAS and QMI rates are changing due to the State's estimate of activity that drives these rates. He stated that this includes facility closures, decreases in the number of statewide SNF beds and adjustments to census days originally estimated by the State. He provided a detailed spreadsheet outlining the change in rates. Mr. Alt noted that the QAS

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change will increase expenses by approximately \$38,000 and the QMI change will increase revenue by approximately \$3,500 for 2019. He further stated that payment is based on the star rating for April through September.

8. **Financial- Accounts Payable:** Mrs. Espinoza presented the check registers for the pay periods of 7/25/19-8/7/19, 8/8/19-8/12/19 and 8/22/19-9/4/19.
  - Mr. Bontrager made the motion to approve payment of the check register dated 8/9/19 in the amount of \$202,633.44; Mrs. Civile supported the motion, which passed by an all yea vote.
  - Mr. Bontrager made the motion to approve payment of the check register dated 8/23/19 in the amount of \$621,416.59; Mrs. Civile supported the motion, which passed by an all yea vote.
  - Mrs. Civile made the motion to approve payment of the check register dated 9/6/19 in the amount of \$216,856.11; Mr. Bontrager supported the motion, which passed by an all yea vote.
  
9. **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. 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.
  - Mr. Bontrager made the motion to approve payroll from 7/22/19-8/4/19 in the amount of \$401,931.47; Mrs. Civile supported the motion, which passed by an all yea vote.
  - Mrs. Civile made the motion to approve payroll from 8/5/19-8/18/19 in the amount of \$409,269.21; Mr. Bontrager supported the motion, which passed by an all yea vote.
  - Mrs. Civile made the motion to approve payroll from 8/19/19-9/1/19 in the amount of \$411,901.73; Mr. Bontrager supported the motion, which passed by an all yea vote.
  
10. **Financial- Occupancy Data Comparison:** Mrs. Espinoza presented the Occupancy Data, which showed a higher number of admissions in August 2019 as compared to August 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 three people.
  
11. **Financial- AR Reconciliation:** Mrs. Knieper presented an AR reconciliation form and gave an update on progress.
  
12. **Financial- Outstation Worker:** Mrs. Espinoza explained that training dates are to be determined. She stated that we expect to have more information in the coming weeks.
  
13. **Financial- Private Pay Rate:** Mrs. Espinoza recommended increasing our private pay rate from \$355/day to \$370/day. She explained that our largest competitor charges \$380/day. She stated that if the increase is approved, we will send a letter letting those who are private pay informing them of the increase, which will take effect on January 1, 2020. Mrs. Civile made the motion to approve an increase in private pay to \$370/day effective January 1, 2020; Mr. Bontrager supported the motion, which passed by an all yea vote.



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14. **Operations- Licensed Name Concern:** Mrs. Espinoza stated that we received our official license with our legal name of "Pleasant View Shiawassee County Medical Care Facility." She explained that we are working on implementing the name change plan.
15. **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 tentatively proposing a board that meets twice a year. Mrs. Espinoza explained that she will have an update at the next board meeting.
16. **Operations- State:** Mrs. Espinoza stated that we have 4 outstanding FRIs and explained that the team is working on these daily.
17. **Operations- Incident/Accident Data Report:** Mrs. Espinoza presented the comparison chart for resident incident/accidents for June through August 2019.
18. **Human Resources- Part-time Outside Maintenance:** Mrs. Espinoza stated that we posted a job for part-time help to assist with yard clean-up. She explained that this is due to multiple complaints from staff, family and residents; particularly about the lack of weeding in the garden beds. She stated that this person would also assist with shoveling the sidewalks in the winter, as this was a concern last year.
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.
  - The EEOC requested a meeting to interview several staff members. They also requested further documentation. The meeting was set up for 9/12/19; they cancelled the meeting last minute the day of. We are awaiting a reschedule date.
20. **Nursing- Quality Measure Report:** Mrs. DeLau presented the CASPER report and gave an update on the changes.
21. **Activities- Update:** Mrs. Espinoza presented the upcoming activities for October 2019.

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22. **Central Supply- Bed Purchases:** Mrs. Espinoza asked the board to table this item until the team has a meeting to asses the cost to replace all our beds inhouse. The board had no issues with this request.
23. **Next Meeting Date:** October 18, 2019 at 10AM.
24. **Adjourn:** Mrs. Civile made the motion to adjourn the meeting at 11:33AM; Mr. Bontrager supported the motion, which passed by an all yea vote.

The meeting adjourned at 11:33AM.

 10/18/19

Shana Espinoza, RN, LNHA

10/18/19

 10/18/19

Board Chair

10/18/19