

**PLEASANT VIEW SHIAWASSEE COUNTY MEDICAL CARE FACILITY  
SHIAWASSEE COUNTY HEALTH AND HUMAN SERVICES BOARD MEETING MINUTES  
January 17, 2020: ADMINISTRATOR'S CONFERENCE ROOM**

**Call to Order:** Mrs. Civile called the meeting to order at 10:08. The following were in attendance: Londa Knauff (Chair) via telephone, Cindy Civile (Co-Chair), Greg Bontrager (Member), Shana Espinoza (Administrator), Theresa DeLau (Director of Nursing), Sandy Lamb (Human Resources Manager), Chasity Nelson (Payroll Coordinator and HR Assistant), Jeff Smithingell (Plant Operations Manager), Kelly Knieper (Business Office Manager), Amy Conklin (Life Enrichment Director), Cheri Gokee (Dietary Manager), Deb Bendall (IT), Phil Alt (Contracted CFO) via telephone, Tabitha Woodruff (Central Supply Manager), 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:**

- Mrs. Knauff made the motion to approve the minutes from the December 20, 2019 DHHS Board Meeting; Mr. Bontrager supported the motion, which passed by an all yeas vote.
  - Mr. Bontrager made the motion to approve the closed session minutes from the December 20, 2019 DHHS Board Meeting; Mrs. Knauff 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 Shiawassee County Medical Care Facility and gave an update. He discussed the water tank storage unit specifically. Mrs. Knauff stated that we need to hold the engineer responsible for any damaged other than the tank.
  3. **New Pleasant View Building- Marketing/PR Update:** Mrs. Baldwin gave an update about the items presented in the agenda.
  4. **New Pleasant View Building- Star Rating:** Mrs. Espinoza stated that we continue to be a 4-star facility.
  5. **New Pleasant View Building- Bed Purchase Opportunity:** Mrs. Espinoza explained that she attended a conference that held a review of bed availability status by county. She stated that this availability is predicted for 2023. Mrs. Espinoza stated that it is important to note that if 2 beds become available, 20 beds can be obtained; meaning that there is a potential for 20 beds available for anyone to purchase and open a nursing home. She further explained that there are currently 5 letters of intent to purchase the beds; she stated that she is unsure of which county has submitted letters of intent and stated that she will keep the board informed as new details emerge. Mr. Bontrager stated that we need to think about submitting a letter of intent as well. He advised we draft it so that it is ready at a moment's notice. Mrs. Espinoza stated that she will keep the board updated.
  6. **Financial- Budget 2020:** Mrs. Espinoza explained that when approving the 2020 budget in the November board meeting, there were several unknown items that came to our attention in

**PLEASANT VIEW SHIAWASSEE COUNTY MEDICAL CARE FACILITY  
SHIAWASSEE COUNTY HEALTH AND HUMAN SERVICES BOARD MEETING MINUTES  
January 17, 2020: ADMINISTRATOR'S CONFERENCE ROOM**

December that we would like to adjust. She gave examples, noting that the largest items are notices we received for provider tax and QMI expense charges from the state. She reminded the board that the original budget amount was \$1,070,000; with the new information the amount is projected to be \$1,260,000. She explained that there is \$100,000 less in cash flow than originally anticipated. Mrs. Espinoza asked the board if they would rather us revise the budget and revote on it at the February meeting or keep it as is. Mr. Bontrager stated that he would like us to keep the budget as is and note throughout the process and provide clarity when needed. Mrs. Knauff and Mrs. Civile supported Mr. Bontrager. The budget will remain as is.

7. **Financial Report:** Mr. Alt presented the November 2019 unaudited financials. Mrs. Knauff made the motion to approve the November 2019 unaudited financials; Mr. Bontrager supported the motion, which passed by an all yeas vote.
8. **Financial- Diagnosis Review by Consultant:** Mrs. Espinoza presented an email from consultant Julie Kearney complimenting the team on diagnosis.
9. **Financial- Additional Funding of Pension Liability:** Mrs. Espinoza stated that the board approved \$2 million payment was made on 12/30/19.
10. **Financial- Accounts Payable:** Mrs. Espinoza presented the check registers for the pay periods of 12/14/19-12/27/19, 12/30/19 and 12/28/19-1/10/20.
  - Mrs. Knauff made the motion to approve payment of the check register dated 12/27/19 in the amount of \$377,426.29; Mr. Bontrager supported the motion, which passed by an all yeas vote.
  - Mrs. Bontrager made the motion to approve payment of the check register dated 12/30/19 in the amount of \$2,000,000; Mrs. Knauff supported the motion, which passed by an all yeas vote.
  - Mrs. Knauff made the motion to approve payment of the check register dated 1/10/20 in the amount of \$250,894.83; Mr. Bontrager supported the motion, which passed by an all yeas vote.
11. **Financial- Payroll:** Mrs. Espinoza presented the payroll summaries for the pay periods 11/25/19-12/8/19 and 12/9/19-12/22/19. Mrs. Lamb explained that she is focusing on saving in payroll.
  - Mrs. Knauff made the motion to approve payroll from 11/25/19-12/8/19 in the amount of \$422,080.58; Mr. Bontrager supported the motion, which passed by an all yeas vote.
  - Mr. Bontrager made the motion to approve payroll from 12/9/19-12/22/19 in the amount of \$389,795.18; Mrs. Knauff supported the motion, which passed by an all yeas vote.

**PLEASANT VIEW SHIAWASSEE COUNTY MEDICAL CARE FACILITY  
SHIAWASSEE COUNTY HEALTH AND HUMAN SERVICES BOARD MEETING MINUTES  
January 17, 2020: ADMINISTRATOR'S CONFERENCE ROOM**

12. **Financial- Occupancy Data Comparison:** Mrs. Espinoza presented the Occupancy Data, which showed lower admissions in December 2019 as compared to December 2018. She explained that there was a lower number of re-admissions and lower discharges compared to 2018. She also explained that the results indicate that we have had less resident turnover.
13. **Financial- Community Relations Team (CRT) Funds Transfer:** Mrs. Espinoza presented a document highlighting the transfer of funds related to the CRT expenses for September through November 2019. She stated that the total amount transferred from CRT to the general operating fund totaled \$1,136.88.
14. **Financial- AR Reconciliation:** Mrs. Knieper presented an AR reconciliation form and gave an update on progress.
15. **Operations- Signal Restoration:** Mrs. Espinoza explained that we currently have a contract with Servpro for restoration and emergency need services. She stated that she was recently approached by Trent Atkins, former county emergency manager, who now works for Signal restoration, to provide similar services. She presented a cost breakdown and compared the costs of services. She stated that the companies are similar, however, we have a rapport with Trent and he is local. She explained that there is also an On-Call program at no additional cost that allows Trent to develop a restoration pre-plan. She stated that there is more trust in the response times. Mrs. Espinoza stated that a review of the contract is needed. Mr. Bontager suggested that the contract have language that if Trent can not address a need, he arranges someone to come to us that can. The board stated that they were in full support and that a vote was not necessary.
16. **Operations- CRT Foundation:** Mrs. Espinoza explained that we are continuing to pursue establishing the CRT becoming an official foundation. She discussed that after working with attorneys and speaking to the IRS directly, she is comfortable providing her social security number . Mr. Bontrager suggested that Shana investigate our liability coverage to ensure she is covered should something happen.
17. **Operations- State:** Mrs. Espinoza stated that there is a waiver on file for the doors on Harbors until March 31, 2020. She further stated that we currently have two outstanding FRIs.
18. **Operations- Waiver:** Mrs. Espinoza explained that LARA-BCHS announced a process for Michigan nursing homes to request a waiver from a state licensing survey. She discussed the details of the waiver and stated that we applied for the waiver on 12/30/19.
19. **Operations- Incident/Accident Data Report:** Mrs. Espinoza presented the comparison chart for resident incident/accidents for October through December 2019.
20. **Human Resources- EEOC:** Mrs. Espinoza reported that we received the official notice that all outstanding EEOC charges are now closed.

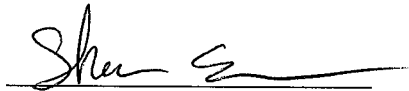
**PLEASANT VIEW SHIAWASSEE COUNTY MEDICAL CARE FACILITY  
SHIAWASSEE COUNTY HEALTH AND HUMAN SERVICES BOARD MEETING MINUTES  
January 17, 2020: ADMINISTRATOR'S CONFERENCE ROOM**

21. **Human Resources- Weekend Warriors:** Mrs. Lamb explained that as we continue to develop an increase in employee retention, we identified a feasible solution. She stated that weekend staffing for CNAs is a challenge and presented the "Weekend Warriors" as a 3-month trial solution to excessive mandating. She stated that if this is successful, we would like to make it permanent. She explained that the bids are 12-hour shifts on Saturday, Sunday and Monday. She explained that only 3 weekends a month are available for PTO in this bid and the proposed rate of pay would be higher. She explained that all the details were negotiated by with the union. She provided supporting documentation. Mrs. Lamb stated that if the board approves the Weekend Warriors bids, an addendum would be added to the current contract. She further stated that if we fill enough Weekend Warrior bids, some 8-hour CNAs would be relieved from working weekends. Mr. Bontrager made the motion to approve the Weekend Warrior bid positions with pay scale as written; Mrs. Knauff supported the motion, which passed by an all yea vote.
  
22. **Human Resources- Work Comp Settlement:** The details were discussed in closed session. Mr. Bontrager made the motion to approve the work comp settlement in an amount not to exceed \$110,000; Mrs. Knauff supported the motion, which passed by an all yea vote.
  
23. **Human Resources- Compensation Philosophy:** Mrs. Espinoza stated that she and Mrs. Lamb are working on a compensation philosophy. She stated that she will keep the board updated.
  
24. **Nursing- Quality Measure Report:** Mrs. DeLau presented the CASPER report and gave an update on the changes.
  
25. **Activities- Update:** Mrs. Conklin presented the upcoming activities for February 2020.
  
26. **Information Technology- Memory Unit Door System Change:** Mrs. Espinoza stated that we would have an update on this matter at the next meeting.
  
27. **Central Suppl:** Mrs. Woodruff updated the boar of the items presented in the agenda.
  
28. **Next Meeting Date:** February 14, 2020 at 10AM.
  
29. **Closed Session:**
  - At 11:38 am, the meeting entered closed session.
  - At 11:47 am, the meeting ended closed session.

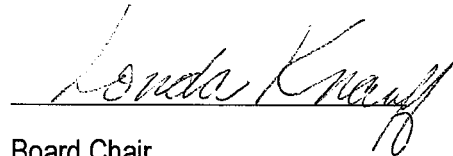
PLEASANT VIEW SHIAWASSEE COUNTY MEDICAL CARE FACILITY  
SHIAWASSEE COUNTY HEALTH AND HUMAN SERVICES BOARD MEETING MINUTES  
January 17, 2020: ADMINISTRATOR'S CONFERENCE ROOM

30. **Adjourn:** Mrs. Knauff made the motion to adjourn the meeting at 11:47 AM; Mr. Bontrager supported the motion, which passed by an all yea vote.

The meeting adjourned at 11:45 AM.



Shana Espinoza, RN, LNHA



Board Chair