

**PLEASANT VIEW SHIAWASSEE COUNTY MEDICAL CARE FACILITY  
SHIAWASSEE COUNTY HEALTH AND HUMAN SERVICES BOARD MEETING MINUTES  
NOVEMBER 15, 2019: ADMINISTRATOR'S CONFERENCE ROOM**

**Call to Order:** Mrs. Knauff called the meeting to order at 10:11. 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), Cheri Gokee (Dietary Manager), Deb Bendall (IT), Lacey Ziola (Accountant), Phil Alt (Contracted CFO), 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 October 18, 2019 DHHS Board Meeting; Mrs. Civile supported the motion, which passed by an all yeas vote.
1. **Public Participation:** Ms. Garber addressed the Board about a matter that may impact Pleasant View Shiawassee County Medical Care Facility.
  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. Mr. Smithingell stated that there have been issues with the heating section in Lola's Diner. He explained that our staff could not diagnose the issue, so he called Walter E. Wheeler. He also explained that the cost of this was covered and the facility is not responsible for the cost.
  3. **New Pleasant View Building- Marketing/PR Update:** Discussion occurred about the items presented in the agenda. Specifically, Mrs. Espinoza informed the Board that our Halloween trick or treating event was a huge success; over 1,500 people participated in the festivities. She stated a pet adoption event occurred on November 12 and that we advertised in the Argus; posters were also displayed around the facility as well as local businesses. She stated that there was a live broadcast by Owosso's WOAP and ABC 12 made an appearance. She further stated that the residents voted on a new loved one to adopt after our cat Buddy's passing.
  4. **New Pleasant View Building- Millage:** Mrs. Espinoza presented an outline of the millage plan. Mrs. Knauff suggested placing signage at the road indicating the location of Pleasant View Shiawassee County Medical Care Facility.
  5. **New Pleasant View Building- Star Rating:** Mrs. Espinoza stated that we increased to a 4-star facility.
  6. **Financial- MMRMA Renewal:** Mrs. Espinoza presented the renewal rates for MMRMA for 2020. She explained that our renewal rate this year is \$121,262; a 5% increase from 2019, which was \$115,436. Mrs. Civile made the motion to approve the MMRMA renewal for 2020 in the amount of \$121,262; Mrs. Bontrager supported the motion, which passed by an all yeas vote.

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7. **Financial- Consultant Julie Kearney:** Mrs. Espinoza explained that we currently utilize the services of Julie Kearney 10-12 times a year as approved by the board last year. She stated that the vote was for a cap of \$12,000. She explained that with the changes in billing and the increased need for coding assistance, she is recommending that we increase her services to monthly and as needed for 2020. Mrs. Espinoza stated that the estimated cost is \$10,200 and recommended we increase Ms. Kearney's cap to \$15,000 for 2020 and ongoing. Mrs. Civile made the motion to update the contract with Julie Kearney to have a cap of 15,000/year; Mr. Bontrager supported the motion, which passed by an all year vote.
  
8. **Financial Report:** Mr. Alt presented the September 2019 unaudited financials. Mr. Bontrager made the motion to approve the September 2019 unaudited financials; Mrs. Civile supported the motion, which passed by an all year vote.
  
9. **Financial- Budget:** Mrs. Espinoza presented a summary of the 2020 operating budget. After discussion, Mr. Bontager made the motion to approve the 2020 operating budget; Mrs. Civile supported the motion, which passed by an all year vote.
  
10. **Financial- Additional Funding of Pension Liability:** This item was tabled at the November 15, 2019 meeting and will be addressed in the December 20, 2019 meeting.
  
11. **Financial- Accounts Payable:** Mrs. Espinoza presented the check registers for the pay periods of 10/3/19-10/18/19 and 10/19/19-11/1/19.
  - Mr. Bontrager made the motion to approve payment of the check register dated 10/18/19 in the amount of \$545,953.69; Mrs. Civile supported the motion, which passed by an all year vote.
  
  - Mrs. Civile made the motion to approve payment of the check register dated 11/1/19 in the amount of \$150,260.15; Mr. Bontrager supported the motion, which passed by an all year vote.
  
12. **Financial- Payroll:** Mrs. Espinoza presented the payroll summaries for the pay periods 9/30/19-10/13/19 and 10/14/19-10/27/19. Mrs. Lamb explained that OT has gone down because of continuous efforts from the Department Heads.
  - Mr. Bontrager made the motion to approve payroll from 9/30/19-10/13/19 in the amount of \$402,227.09; Mrs. Civile supported the motion, which passed by an all year vote.
  
  - Mrs. Civile made the motion to approve payroll from 10/14/19-10/27/19 in the amount of \$418,211.82; Mr. Bontrager supported the motion, which passed by an all year vote.

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13. **Financial- Occupancy Data Comparison:** Mrs. Espinoza presented the Occupancy Data, which showed the same number of admissions in October 2019 as compared to October 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 one person.
14. **Financial- Write-offs:** Mrs. Espinoza presented a list of write-offs and explained that they are part of a clean-up effort to address outstanding items 12 months or older. She stated that these do not include the accounts discussed in the AR report presented monthly. After discussion, Mr. Bontrager made the motion to approve write-offs as written in the total amount of \$188,051.81; Mrs. Civile supported the motion, which passed by an all yeas vote.
15. **Financial- Write-offs less than \$500:** Mrs. Espinoza presented the write-offs less than \$500.
16. **Financial- AR Reconciliation:** Mrs. Knieper presented an AR reconciliation form and gave an update on progress.
17. **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. The board stated that they are comfortable moving forward in the process.
18. **Operations- State:** Mrs. Espinoza explained that state arrived at the facility for our annual survey on 10/28/19; they exited on 10/30/19. She stated that they identified 3 areas of concern; she further explained that there were 7 outstanding FRIs cleared with no citations. Discussion took place about unlocking the egress doors on the Harbors unit per the Fire Marshall. Mr. Bontrager suggested that the board put into writing that Pleasant View Shiawassee County Medical Care Facility will comply with unlocking the egress doors (with a 30-second relay) because we must, but also that from a clinical standpoint, unlocking the doors is not an ideal strategy.
19. **Operations- Incident/Accident Data Report:** Mrs. Espinoza presented the comparison chart for resident incident/accidents for August through October 2019.
20. **Human Resources- Union Negotiations:** Mrs. Espinoza explained that the union negotiations were completed for the general unit (AFSCME Council 25-local unit #1059). She explained that this negotiation was for wage and benefits. She stated that negotiations for the nurse unit (AFSME Council 25-local unit #3645) were also completed; also pertaining to wage and benefits.
  - Mr. Bontrager made the motion to ratify the contract as written for AFSCME Council 25, local # 1059; Mrs. Civile supported the motion, which passed by an all yeas vote.
  - Mrs. Civile made the motion to ratify the contract as written for AFSCME Council 25, local unit #3645; Mr. Bontrager supported the motion, which passed by an all yeas vote.

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21. **Human Resources- Non-Union Raises:** Mrs. Espinoza stated that the evaluation process for non-union employees will begin. She explained that the raises will be tied to their performance evaluation as it was last year. She explained that this year, however, the facility will implement a formalized system for tying the raise to the performance. She explained that we are proposing a cap of 2% for the non-union employee individual raises. She stated that this 2% will also apply to the Department Heads and will be recommended to the board to be considered for the Administrator. She stated that there are two exceptions to the cap, which are presented later in the minutes. Mr. Bontrager suggested having a compensation philosophy to provide protection guidelines in operation. Mrs. Civile made the motion to approve non-union wages in an amount not to exceed 2% for any individual; Mr. Bontrager supported the motion, which passed by an all yeas vote.
22. **Human Resources- Wage for Accountant:** Mrs. Espinoza stated that we are recommending a wage increase for our in-house Accountant, Lacey Ziola. She explained that Lacey is a huge asset to the team, and that we have increased her responsibilities; which is why the recommendation was made. Mrs. Espinoza stated that Mr. Alt was included in the discussions and that he is in support; further stating that Mr. Alt feels there are saving opportunities in reducing his hours and increasing Ms. Ziola's wage. Mrs. Espinoza stated that the cost savings is estimated to be around \$10,000-\$14,000/year. The facility is recommending increasing Ms. Ziola's wage from \$43,659.20 to \$52,000. Mr. Bontrager made the motion to increase the salary of the Accountant position to \$52,000/year; Mrs. Civile supported the motion, which passed by an all yeas vote.
23. **Human Resources- Wage for ADON:** Mrs. Espinoza explained that we hired a new Assistant Director of Nursing on 10/9/19 with a starting wage of \$72,819. She explained that her performance has been satisfactory and proposed increasing her wage to \$85,000 on January 1, 2020. Mrs. Espinoza stated that this is consistent with others in the area. Mrs. Civile made the motion to increase the salary for the ADON position to \$85,000/year; Mr. Bontrager supported the motion, which passed by an all yeas vote.
24. **Human Resources- Wage for Part-Time Staff:** Mrs. Espinoza stated that the facility is proposing a wage increase for the part-time staff. She explained that because minimum wage is increasing in the area, we are losing staff. She stated that the current wage is \$9.45 and proposed increasing the wage to \$10.65 starting January 1, 2020. She stated that this will impact 33 employees and will cost an estimated additional \$42,000/year. She also provided a cost comparison. Mr. Bontrager made the motion to increase the part-time wage to \$10.65/hour starting January 1, 2020; Mrs. Civile supported the motion, which passed by an all yeas vote.
25. **Human Resources- Non-Union Sick Time Payout:** Mrs. Espinoza stated that when we transitioned to PTO, we created a reserve of sick time from the old system. She explained that after discussing with Accounting and Payroll, the facility is recommending paying non-union staff out for the reserve at the current rate of pay for everyone. She explained that our resources are appropriate to support the payout, and that we will save on costs of future expenses. She further explained that

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eliminating this from the books will save time that the team spends each month tracking and reporting to PCC. She also provided a cost breakdown. Mrs. Civile made the motion to approve the non-union sick time payout; Mr. Bontager supported the motion, which passed by an all yeas vote.

26. **Human Resources- Work Comp Settlement:** This item was tabled at the meeting until the presented letter is further reviewed.
27. **Human Resources- Health Insurance Renewal:** Mrs. Espinoza stated that the health insurance costs increased by less than 1%. She stated that as part of the negotiations, we increase our dental coverage, which will now cover 100% of preventative and diagnostic services with a payout of \$1,500. Mrs. Espinoza presented cost breakdowns for the plans.
- Mr. Bontager made the motion to approve the Blue Cross Health Insurance cost as presented; Mrs. Civile supported the motion, which passed by an all yeas vote.
  - Mrs. Civile made the motion to approve the Dental Coverage changes as presented; Mr. Bontrager supported the motion, which passed by an all yeas vote.
28. **Human Resources- 80/20 Insurance Option:** Mrs. Espinoza explained that Public Act 152, commonly known as the Publicly Funded Health Insurance Contribution Act, sets limits on the amounts a public employer in Michigan may pay or contribute towards the cost of a medical benefit plan for its employees and requires each public employer to vote annually to select their "hard cap" or the "80/20" cost sharing option set forth in the Act. She stated that the facility has historically selected the 80/20 option since this requirement was set and recommended a vote to adopt the option. Mr. Bontrager made the motion to adopt the 80/20 cost sharing option set forth in PA 152 for plan year 2020; Mrs. Civile supported the motion, which passed by an all yeas vote.
29. **Human Resources- Administrator Evaluation:** Mrs. Espinoza explained that the Administrator will request her yearly performance evaluation at the December 2019 board meeting.
30. **Human Resources- EEOC:** Mrs. Espinoza stated that there is no update on the EEOC business at this time.
31. **Physical Plant- Make-Up Air Unit for Laundry Dryers:** Mrs. Espinoza presented a quote to add a make-up air unit to fix the cold air issue from the laundry room dryers. She stated that the cost for the unit, including installation, is \$35,600 with an additional \$2,800 for electrical work. She explained that the cost to add to the MOU for William E. Walter is estimated to be \$400. She stated that once the unit is ordered, it will take approximately 10 days for the unit to arrive and then it will take 4 days to install. Discussions about splitting the costs with Spence or the Architect took place and Mrs. Espinoza stated that she would keep the board informed and offered a tour after the next meeting so that the board can observe the difference in working conditions and heat in the area. Mrs. Civile

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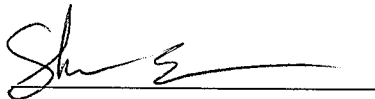
made the motion to approve the addition of the Make-Up Air Unit for the laundry dryers; Mr. Bontrager supported the motion, which passed by an all yeas vote.

32. **Nursing- Quality Measure Report:** Mrs. DeLau presented the CASPER report and gave an update on the changes.
33. **Activities- Update:** Mrs. Conklin presented the upcoming activities for December 2019, which included a visit from Santa on 12/4/19. She also stated that she is working on implementing an Adopt-a-Grandparent program with Corunna beginning 12/14/19. Mrs. Conklin stated that she had a new assistant start as well.
34. **Dietary- Retirement:** Mrs. Espinoza announced the retirement of Dietary Manager, Jennifer Zamora and introduced Cheri Gokee, who has been with the facility for 25-years, as her replacement.
35. **Business Office- Office Position Changes:** Mrs. Espinoza explained that we had two resignations in the Business Office. She stated that one is from the AP coordinator position, and the other is our certified coder. She explained that the AP/AR Coordinator position was filled in-house with a dietary employee. Mrs. Espinoza explained that for the coding position, we spoke with consultant Julie Kearney on potential solutions and Ms. Kearney stated it is not required for us to have a certified coder, and suggested we propose an Administrative Assistant to the MDS team. Mrs. Espinoza stated that this position has been filled in-house with a CNA, with the goal of training on coding (and potential future certification). She also stated that as mentioned earlier in the meeting, Ms. Kearney's services will be utilized more often to assist with the transition.
36. **Information Technology- Document Management System:** Mrs. Espinoza explained that the IT department has reviewed the necessity of obtaining a document management system. She stated that this is important to increasing our security, HIPPA needs, and streamlining of the workflow processes. Mrs. Espinoza explained that we are recommending the selection of BOX (this recommendation is supported by our contracted IT company) and stated that the estimated cost is \$15,750 plus \$25,002 for the first year as this cost includes set up and training needs, which are based on users. She stated that as users leave and are added, the cost will flex. Mrs. Espinoza explained that the two costs are estimated at \$25,002. Deb Bendall from the IT department presented the new Document Management System. Mrs. Espinoza stated that she still needs to review the contract. Mr. Bontager suggested protecting the facility by ensuring there is language in the contract stating that we have unlimited storage space for the duration of the contract. Mr. Bontrager made the motion to approve the selection of BOX to provide a Document Management System, following contract review; Mrs. Civile supported the motion, which passed by an all yeas vote.

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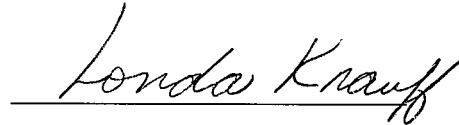
37. **Next Meeting Date:** December 20, 2019 at 10AM.
38. **2020 Board Meeting Schedule:** Mrs. Espinoza presented the proposed meeting schedule; which outlines the meetings to occur the third Friday of the month at 10AM. After discussion, Mr. Bontrager made the motion to approve the 2020 proposed Board Meeting Schedule with the recommended changes; Mrs. Civile supported the motion, which passed by an all yeas vote.
39. **Adjourn:** Mrs. Civile made the motion to adjourn the meeting at 12:33 PM; Mr. Bontrager supported the motion, which passed by an all yeas vote.

**The meeting adjourned at 12:33 PM.**



Shana Espinoza, RN, LNHA

12/20/19



Board Chair

12/20/19