

**PLEASANT VIEW SHIAWASSEE COUNTY MEDICAL CARE FACILITY  
SHIAWASSEE COUNTY HEALTH AND HUMAN SERVICES BOARD MEETING MINUTES  
AUGUST 21, 2020: TELECONFERENCE IN THE ADMINISTRATION CONFERENCE ROOM AT THE  
SHIAWASSEE COUNTY HEALTH DEPARTMENT**

**Call to Order:** Mrs. Knauff called the meeting to order at 10:06. The following were in attendance:

**In person:** Londa Knauff (Chair), Cindy Cville (Co-Chair), Greg Bontrager (Member), Shana Espinoza (Administrator), Sandy Lamb (Human Resources Manager), Kelly Knieper (Business Office Manager), Cindy Garber (County Commissioner) and Chelsea Nelson (Administrative Assistant to the Administrator).

**Via Telephone:** Jeff Smithingell (Plant Operations Manager), Amy Conklin (Life Enrichment Director), Cheri Gokee (Dietary Manager), Deb Bendall (IT), Phil Alt (Contracted CFO), Tabitha Woodruff (Central Supply Manager), Rachel Baldwin (PR), Talenna Ackels (Infection Control).

**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 17, 2020 DHHS Board Meeting; Mrs. Cville supported the motion, which passed by an all yea vote.
1. **Public Participation:** None.
  2. **Pandemic- Update:** Matters pertaining to the pandemic were discussed as follows:
    - **COVID-19 Cases in the Facility:** Mrs. Espinoza stated that on 8/3/2020 an employee tested positive for COVID. She stated that on 8/17/2020 an additional staff member tested positive and we had to extend the resident testing. She explained that the testing will occur for a minimum of 14-days and will extend longer if additional positive cases are identified. She stated that testing must continue with residents until no new cases (in staff or residents) are identified for 14-days. She stated that after that, we will resume testing staff weekly as is required; we need to be in a low risk category to stop the weekly testing. She explained that we continue to implement symptom-based testing, testing for new hires, and returns from leave. She stated that we assess residents and staff two times a day.
    - **Antibody Testing:** Mrs. Espinoza explained that the anti-body testing has been completed and stated that we are no longer offering this to new hires because there wasn't a high number of antibodies found and the state doesn't allow us to do anything with this data.
    - **Preparatory Changes:** Mrs. Espinoza reiterated from previous meetings that we converted a section of Harbors into an isolation area where new admissions are placed for the first 14-days they are in the facility; all new admissions are placed in a 14-day isolation on the Harbors unit area even if there are no signs or symptoms of respiratory concern.
    - **Neighbors:** Mrs. Espinoza stated that we continue to communicate with other county homes; we have leaned on each other for advice and support. She further explained that we have also contacted local neighboring homes. She further informed the board she has set up monthly calls between her and the Director at Durand Senior Care.
    - **Financial:** Mrs. Espinoza explained that we continue to track expenses related to COVID. She also stated that the admission team has worked consistently to increase our census.

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She explained that our census has varied between 120-130 residents. Mrs. Espinoza stated that the Hero's Fund passed; this gives an extra \$2 an hour to nurses and CNAs beginning July 1. Mrs. Espinoza informed the board that we received our first reimbursement following the \$2/hour increase and provided a document highlighting the breakdown.

- **Admissions:** Mrs. Espinoza explained that we are still admitting residents. She stated that we are heavily screening and testing them for any respiratory concerns that could indicate COVID-19 and that all new admissions are placed on a 14-day isolation. She stated that the facility is assessing each COVID patient on a case-by case basis. Mrs. Espinoza stated that we have not admitted a COVID positive patients to date; we have only treated those who tested positive who are already residing here. She further explained that we are working with consultants regularly.
  - **Visitors:** Mrs. Espinoza explained that on June 29, 2020, MDHHS published guidance in allowing visitation for ADL situations. She discussed that we currently cannot allow this until resident testing is complete.
  - **Vaccine Development:** Mrs. Espinoza stated that we received information that a vaccine for COVID was developed and is the trial period. She stated nursing home staff will likely have priority for the vaccine. She further stated that our legal team expects this vaccine to be mandatory for health care workers and stated that she will update the board as the matter further develops.
  - **Attorney General Focus:** Mrs. Espinoza explained that the Attorney General is shifting focus to long-term care facilities to ensure they are complying with the executive orders. Discussion occurred about the concerns of the interpretation of the executive orders. Mr. Bontrager suggested that our legal council reach out to the AG office to begin a preemptive conversation about their expectations and to have them advise us on how to remain compliant.
  - **PPP Loan:** Mrs. Espinoza and Mr. Alt discussed the PPP loan; stating that as discussed with the board, we have been working on applying for the PPP. She stated that we ran into unexpected challenges with the banks while applying for the PPP and provided details. She stated that we were able to submit a loan application with Mercantile Bank. She stated that a bank account has been opened with them as necessary for funds distribution; the funds were distributed on 8/14/2020 in the amount of \$2,694,087.
3. **Pleasant View Building- Marketing/PR Update:** Mrs. Baldwin gave an update about the items presented in the agenda.
4. **Pleasant View Building- Survey Results:** Mrs. Espinoza explained that we conducted a satisfaction survey to residents, their families and staff. She stated that we will discuss this data in the September board meeting

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5. **Pleasant View Building- Star Rating:** Mrs. Espinoza stated that we are a 5-star facility. She stated that the survey portion of the star rating was frozen due to limited survey activity, however she was investigating the matter for further clarification.
6. **Financial- Bed Purchase Opportunity:** Mrs. Espinoza explained that due to the pandemic, there is no update on this agenda item.
7. **Financial- Budget for 2021:** Mrs. Espinoza informed the board that discussions about the 2021 budget have begun. She stated that further information will be presented in future board meetings.
8. **Financial- Payment System Changes:** Mrs. Espinoza explained this matter as outlined in the agenda. She stated that no action is needed currently and stated that we will continue to monitor the situation and provide updates to the board.
9. **Financial- Reports related to COVID-19:** Mr. Alt presented and explained this portion of the agenda.
10. **Financial Report:** Mr. Alt presented the June 2020 unaudited financials. Mrs. Civile made the motion to approve the June 2020 unaudited financials; Mr. Bontrager supported the motion, which passed by an all yeas vote.
11. **Financial- Accounts Payable:** Mrs. Espinoza presented the check register for the pay periods of 6/27/2020-7/10/2020, 7/11/2020-7/24/2020 and 7/25/2020-8/7/2020.
  - Mrs. Civile made the motion to approve payment of the check register dated 7/10/2020 in the amount of \$231,497.49; Mr. Bontrager supported the motion, which passed by an all yeas vote.
  - Mr. Bontrager made the motion to approve payment of the check register dated 7/24/2020 in the amount of \$702,095.10; Mrs. Civile supported the motion, which passed by an all yeas vote.
  - Mr. Bontrager made the motion to approve payment of the check register dated 8/7/2020 in the amount of \$199,741.84; Mrs. Civile supported the motion, which passed by an all yeas vote.

**Mrs. Knauff Left the meeting at 11:06AM; Mrs. Civile took over for her.**

12. **Financial- Payroll:** Mrs. Espinoza presented the payroll summaries for the pay periods 6/22/2020-7/5/2020, 7/6/2020-7/19/2020 and 7/20/2020-8/2/2020. Mrs. Lamb also presented the payroll comparison for 2019 vs. 2020.
  - Mr. Bontrager made the motion to approve payroll from 6/22/2020-7/5/2020 in the amount of \$421,476.18; Mrs. Civile supported the motion, which passed by consensus.

**PLEASANT VIEW SHIAWASSEE COUNTY MEDICAL CARE FACILITY  
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- Mr. Bontrager made the motion to approve payroll from 7/6/2020-7/19/2020 in the amount of \$421,476.18; Mrs. Civile supported the motion, which passed by consensus.
  - Mr. Bontrager made the motion to approve payroll from 7/20/2020-8/2/2020 in the amount of \$429,233.11; Mrs. Civile supported the motion, which passed by consensus.
13. **Financial- Occupancy Data Comparison:** Mrs. Espinoza presented the Occupancy Data, which showed a higher number of admissions in July 2020 as compared to July 2019. She explained that there was a lower number of re-admissions and lower discharges compared to 2019. She stated that the daily average census is lower as well; this is influenced by the pandemic.
  14. **Financial- Write-offs:** Mrs. Espinoza presented the write-off proposals and provided documentation to support the proposal. After discussion, Mr. Bontrager made the motion to approve the write-offs in the amount of \$39,407.88; Mrs. Civile supported the motion, which passed by consensus.
  15. **Financial- Write-offs under \$500:** Mrs. Espinoza presented the write-offs under \$500.
  16. **Financial- AR Reconciliation:** Mrs. Knieper presented an AR reconciliation form and gave an update on progress.
  17. **Operations- CRT Foundation:** Mrs. Espinoza stated that AHP has reviewed the articles and bylaws and has filed the articles. She stated that the articles have been approved and that our EIN was filed. She explained that the next step will be to file the 1023EZ. She stated that we will need to open a bank account, which needs board resolution. She stated that we are exploring institutions and we do not currently, have a specific institution to recommend. Mr. Bontrager made the motion to approve opening a bank account for the CRT Foundation following an extensive search of options; Mrs. Civile supported the motion, which passed by consensus.
  18. **Financial- PEPPER Report:** Mrs. Espinoza explained that the Program for Evaluating Payment Patterns Electronic Report (PEPPER) is a comparison report completed by CMS and it compares claims data for a provider (Pleasant View) to other providers in the state. She stated that this is completed annually. She explained that our consultant, Lyle Townsend, has reviewed the report to confirm that compliance was validated. Mrs. Espinoza stated that there is a decline in the change of therapies and therapy RUGS with high ADL's; stating that these areas could flag a concern that therapy was being over utilized/billed for financial gain. She stated that Mr. Townsend conducted an audit that shows that those coded in this are have been do so appropriately.
  19. **Operations- State:** Mrs. Espinoza explained that there was a waiver on file for the doors on the Harbors unit until March 31, 2020; the doors have now been changed and door alarms were installed. She stated that we are awaiting communication on if they will come on-site to put us in compliance. She further stated that the Fire Marshal is regularly informed of our status. She stated

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that Life Safety will be at the facility on Wednesday at 10:30 AM to place us into compliance. She further stated that they are calling facilities to get a status update. She stated that they have informed us that they will extend the waiver due to the pandemic. Mr. Smithingell stays in communication with them. Mrs. Espinoza stated that we have 3 outstanding FRIs as well.

20. **Operations- Incident/Accident Data Report:** Mrs. Espinoza presented the comparison chart for resident incident/accidents for May 2020 through July 2020.
21. **Human Resources- Updated Policies:** Mrs. Espinoza presented the following updated policies and provided an explanation of each:
  - Coronavirus Policy
  - Dress Code Policy
  - Probationary Period
22. **Human Resources- Staffing Concern:** Mrs. Espinoza stated that hiring and maintaining staff, particularly CNAs, has been difficult. She stated that we continually explore opportunities to combat this. She explained that a referral sign-on bonus was implemented to align with the sign on bonus that was started for nurses. She provided a breakdown. She further stated that we are looking to partner with a CNA training program. She lastly stated that a one-time bonus for a weekend was approved due to an extreme shortage. Mr. Bontrager made the motion to approve the Referral Sign-On Bonus policy as written; Mrs. Civile supported the motion, which passed by consensus.
23. **Human Resources- Housekeeping Position:** Mrs. Espinoza stated that due to the increased demands in cleaning and the continued need to pull staff from departments, a grievance was filed requesting a full-time housekeeping position be added to the union. She stated that there would be a savings in overtime hours that we are currently paying to keep up; she provided a breakdown on the savings as well. Mr. Bontrager made the motion to approve the addition of one full-time housekeeping position; Mrs. Civile supported the motion, which passed by consensus.
24. **Human Resources- BCBS Update:** Mrs. Espinoza stated that we were informed that BCBS is changing to a PPO risk-sharing arrangement; there is no opt-out for this program. She stated that this change rewards best care practices and better outcomes and that per our insurance representative Mark Corbett, he believes this will be a positive for members, employers, and providers as it overall will lower cost and better care; however, it appears that this change has now been placed on hold. She stated that we have not received renewal rates for next year and that they are expected sometime in September. She stated that we continue to monitor and review the PPO risk sharing.

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25. **Human Resources- Work Comp:** Mrs. Espinoza explained that she informed Work Comp that we are not recommending a settlement in this case due to discrepancies in the case. She discussed the details of the matter. She further explained the EEOC settlement with the facility and stated that Steve Girard is investigating the matter; we will update the board when further details are available.
  
26. **Physical Plant- Plant Operations Concerns List:** Mr. Smithingell presented a list outlining the Plant Operations concerns within the facility.
  
27. **Nursing- Quality Measure Report:** Mrs. DeLau presented the CASPER report and provided an update.
  
28. **Activities- Update:** Mrs. Conklin presented the list of activities for September 2020.
  
29. **Next Meeting Date:** September 18, 2020 at 10AM.
  
30. **Adjourn:** Mr. Bontrager made the motion to adjourn the meeting at 11:59 AM; Mrs. Civile supported the motion, which passed by consensus.

**The meeting adjourned at 11:59 AM.**

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Shana Espinoza, RN, LNHA

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Londa Knauff, Board Chair