

**PLEASANT VIEW SHIAWASSEE COUNTY MEDICAL CARE FACILITY
SHIAWASSEE COUNTY HEALTH AND HUMAN SERVICES BOARD MEETING MINUTES
SEPTEMBER 18, 2020: TELECONFERENCE IN THE ADMINISTRATION CONFERENCE ROOM AT
THE SHIAWASSEE COUNTY HEALTH DEPARTMENT**

Call to Order: Mrs. Knauff called the meeting to order at 10:14. 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), Theresa DeLau (Director of Nursing), Kelly Knieper (Business Office Manager), Cindy Garber (County Commissioner) and Chelsea Edwards (Administrative Assistant to the Administrator).

Via Telephone: Jeff Smithingell (Plant Operations Manager), Amy Conklin (Life Enrichment Director), Cheri Gokee (Dietary Manager), Mike Miller (IT), Phil Alt (Contracted CFO), Tabitha Woodruff (Central Supply Manager), Rachel Baldwin (PR) and 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 August 21, 2020 DHHS Board Meeting; Mrs. Cville supported the motion, which passed by an all yeas 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 the week of 9/6/2020 was the last week of resident testing after our last identification of a staff member who tested positive for COVID. She stated that if any additional staff are to test positive, we will resume weekly testing for residents. 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. Mrs. Espinoza lastly stated that weekly testing for staff is ongoing
 - **CMS vs. MDHHS Testing Requirements:** Mrs. Espinoza discussed the difference in requirements published by the MDHHS and CMS. She explained that they have conflicting requirements for staff and resident testing timelines. She explained that when this happens, we must follow the more stringent of the two published guidelines. She explained that we will continue to test staff weekly; testing residents weekly when a staff member tests positive, because this is the stricter publication.
 - **Rapid Testing Machine:** Mrs. Espinoza stated that we received our machine from the state. She explained that we must complete training and secure testing supplies prior to implementing in-house testing. Mrs. Espinoza further stated that we are planning to implement the in-house testing in the coming weeks; depending on if we obtain the supplies needed. Mr. Espinoza lastly stated that we expect to see a cost savings from doing in-house testing.
 - **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.

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- **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.
- **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. She explained that our census has varied between 120-130 residents. Mrs. Espinoza stated that we have received our first reimbursement following the passing of the Hero's Fund; this gives an extra \$2 an hour to nurses and CNAs, which she provided a breakdown for. She also stated that we submitted our first request for testing reimbursement on 9/10/2020 in the amount of \$85,432.59 and discussed specific circumstances where we could not ask for reimbursement.
- **Provider Relief Funds:** Mrs. Espinoza informed the board that we received another deposit from HHS on 8/27/2020 in the amount of \$207,200, which is designated for infection control funding. She stated that we use these deposits to continue to fund infection control efforts into the end of 2020. She stated that this is part of the recent SNF specific funding identified by HHS.
- **Frontline Worker PPE Grant:** Mrs. Espinoza stated that we applied for a grant that is administered by the state to provide reimbursement for an estimated \$250,000 in PPE for frontline workers. She explained that the reimbursement payment will be received after the expenditures occur.
- **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 as well as compassionate care visits. She explained that following the identification of a COVID positive staff member, we had to restrict all visits again to only end of life and hospice circumstances; we are working to continue to allow more visits when able. She stated that we have had discussions with the Ombudsman as well to ensure there were no concerns with our plans.
- **Outdoor Visits:** Mrs. Espinoza stated that an order was published on 9/10/20 to allow outdoor visits with our residents and their families/friends. She stated that we developed a policy and procedure and began this on 9/15/2020. Mrs. Espinoza stated that she will keep the board updated on the matter.
- **Vaccine Development:** Mrs. Espinoza stated that there is no update on this agenda item.
- **Attorney General Focus:** Mrs. Espinoza explained that as discussed at the previous meeting, the Attorney General is shifting focus to long-term care facilities to ensure they are complying with the executive orders. She stated that discussion occurred with our legal

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team regarding preventative actions that could be taken; they strongly advised not reaching out to the Attorney General and inviting her out.

- **PPP Loan:** Mrs. Espinoza and Mr. Alt discussed the PPP loan; stating that as discussed at the last meeting, we received the \$2.7 million in loan funds in August. She explained that we will take the 24-week period offered to spend down those funds on expenditures that will allow us to successfully receive forgiveness of the loan. She stated that due to timing, we will be looking at applying for forgiveness in early 2021 and will provide updates as time progresses. She stated that the funds are being held in the new bank account at Mercantile Bank, which is earning interest, as we work through the logistics of transferring funds over to our operating cash.
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 provided documentation for the satisfaction survey conducted at PV. These documents were reviewed at the meeting. Mrs. Espinoza stated that the results will also be reviewed at the quality assurance meeting.
 5. **Pleasant View Building- Star Rating:** Mrs. Espinoza stated that we continue to be a 5-star facility.
 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- Reports related to COVID-19:** Mr. Alt presented and explained this portion of the agenda.
 9. **Financial Report:** Mr. Alt presented the July 2020 unaudited financials. Mrs. Civile made the motion to approve the July 2020 unaudited financials; Mr. Bontrager supported the motion, which passed by an all yeas vote.
 10. **Financial- Private Pay Rate:** Private pay rates were discussed as outlined in the agenda. Mrs. Espinoza stated that we are not recommending a private pay increase this year considering the pandemic. She stated that we can reassess this matter in October; a 60-day notice to the residents is required.
 11. **Financial- Medicaid Outstation Worker:** Mrs. Espinoza explained that our Medicaid Outstation worker began working within the facility again during the week of 9/6/2020; however, there was a miscommunication that indicated that she was not cleared to return. Mrs. Espinoza stated that she will remain to work remote. She further stated that we are waiting for clarification about her cell phone. The board suggested we purchase the phone for her to ensure timely communication with resident family members.

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12. **Financial- Accounts Payable:** Mrs. Espinoza presented the check register for the pay periods of 8/8/2020-8/21/2020 and 8/22/2020-9/4/2020.
 - Mrs. Civile made the motion to approve payment of the check register dated 8/21/2020 in the amount of \$387,052.38; 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 9/4/2020 in the amount of \$241,609.70; Mrs. Civile supported the motion, which passed by an all yeas vote.

13. **Financial- Payroll:** Mrs. Espinoza presented the payroll summaries for the pay periods 8/3/2020-8/16/2020 and 8/17/2020-8/30/2020. Mrs. Lamb also presented the payroll comparison for 2019 vs. 2020.
 - Mr. Bontrager made the motion to approve payroll from 8/3/2020-8/16/2020 in the amount of \$421,886.87; Mrs. Civile supported the motion, which passed an all yeas vote.
 - 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 an all yeas vote.

14. **Financial- Occupancy Data Comparison:** Mrs. Espinoza presented the Occupancy Data, which showed a higher number of admissions in August 2020 as compared to August 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.

15. **Financial- Write-offs:** Mrs. Espinoza presented the write-off proposals and provided documentation to support the proposal. After discussion, Mr. Mrs. Civile made the motion to approve the write-offs in the amount of \$2,010; Mr. Bontrager supported the motion, which passed by an all yeas vote.

16. **Financial- AR Reconciliation:** Mrs. Knieper presented an AR reconciliation form and gave an update on progress.

17. **Operations- CRT Foundation:** Mrs. Espinoza stated the 1023EZ was filed and that we are waiting to move on to the next step in the process. She further stated that we are exploring financial institutions; Mrs. Espinoza will keep the board updated.

18. **Operations- State:** Mrs. Espinoza explained that the state visited the facility and cleared us for the door waiver on the Harbors unit. She also stated that we have 12 outstanding FRIs; the details were discussed at the meeting.

19. **Operations- Incident/Accident Data Report:** Mrs. Espinoza presented the comparison chart for resident incident/accidents for June 2020 through August 2020.

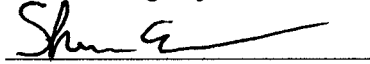
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20. **Human Resources- Updated Policies:** Mrs. Espinoza presented the following updated policies and provided an explanation of each:
- Coronavirus Policy
21. **Human Resources- Staffing Concern:** Mrs. Espinoza stated that hiring and maintaining staff, particularly CNAs, has been difficult. She stated that we continually explore opportunities to combat this. She stated that we signed an agreement with Baker College to implement CNA training at our facility. She requested the board's support in offering a \$600 bonus to CNAs in non-clinical departments to volunteer to do CNA work for a specific time. She stated that they would be required to work 90% of their scheduled shifts to be eligible for the bonus. Mr. Bontrager made the motion to approve a \$600 bonus to CNAs from non-clinical departments who volunteer to work as a CNA and work 90% of their scheduled shifts AS WELL AS a \$50 bonus for CNAs to pick up shifts that they are not previously scheduled for; Mrs. Civile supported the motion, which passed by an all yeas vote.
22. **Human Resources- BCBS Update:** Mrs. Espinoza stated that we were informed that our overall rate increase for all plans is 2.10%.; we are waiting for a breakdown of the details. She explained that our insurance representative is confirming that this renewal does not have plan changes. She lastly stated that there is no update on the BCBC PPO-risk sharing arrangement; which we continue to monitor.
23. **Human Resources- Legal Discussion:** Mrs. Espinoza stated that attorney Steve Girard will be at the next meeting to discuss wage and benefits.
24. **Physical Plant- Plant Operations Concerns List:** Mr. Smithingell presented a list outlining the Plant Operations concerns within the facility. Mrs. Espinoza informed the board of an elopement that prompted one of the line items within the concern document presented at the meeting.
25. **Nursing- Quality Measure Report:** Mrs. DeLau presented the CASPER report and provided an update.
26. **Activities- Update:** Mrs. Conklin presented the list of activities for October 2020.
27. **Next Meeting Date:** October 16, 2020 at 10AM.

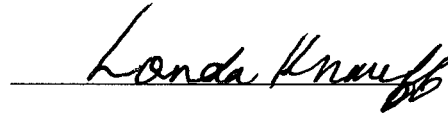
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28. **Adjourn:** Mr. Bontrager made the motion to adjourn the meeting at 11:59 AM; Mrs. Civile supported the motion, which passed by consensus.

The meeting adjourned at 11:59 AM.



Shana Espinoza, RN, LNHA



Londa Knauff, Board Chair