

**PLEASANT VIEW SHIAWASSEE COUNTY MEDICAL CARE FACILITY  
SHIAWASSEE COUNTY HEALTH AND HUMAN SERVICES BOARD MEETING MINUTES  
July 17, 2020: TELECONFERENCE IN THE ADMINISTRATION CONFERENCE ROOM AT THE  
SHIAWASSEE COUNTY HEALTH DEPARTMENT**

**Call to Order:** Mrs. Knauff called the meeting to order at 10:04. The following were in attendance: Londa Knauff (Chair) via telephone, Cindy Civile (Co-Chair) via phone, Greg Bontrager (Member) via telephone, Shana Espinoza (Administrator), Theresa DeLau (Director of Nursing), Sandy Lamb (Human Resources Manager), Jeff Smithingell (Plant Operations Manager) via telephone, Kelly Knieper (Business Office Manager), Amy Conklin (Life Enrichment Director) via telephone, Cheri Gokee (Dietary Manager) via telephone, Deb Bendall (IT) via telephone, Phil Alt (Contracted CFO), Tabitha Woodruff (Central Supply Manager) via telephone, Rachel Baldwin (PR) via telephone, Talenna Ackels (Infection Control), 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:**

- Mr. Bontrager made the motion to approve the minutes from the July 17, 2020 DHHS Board Meeting; Mrs. Civile 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 our positive numbers remain at 29. She reiterated that we continue to implement symptom-based testing as well as testing for new hires and returns from leave. She explained that we continue to assess residents and staff twice a day. Mrs. Espinoza stated that we have begun testing staff weekly per state requirements. She explained that we haven't had any new cases. She further explained that the cost is approximately \$25,000 each week; we have not been billed for the testing yet, and we are unsure when they will bill us. Discussion occurred about a rapid testing machine that the state is giving nursing homes. She stated that the machine wouldn't cost the facility anything. She lastly stated that she is waiting for further details and will update the board.
- **Antibody Testing:** Mrs. Espinoza stated that we completed the antibody testing. She explained that one more staff member tested positive for antibodies; there was a total of 6 staff and one resident.
- **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.
- **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 stabilized to around 130. Mrs. Espinoza stated that the Hero's Fund passed; this gives an extra \$2 an hour to nurses and CNAs beginning July 1.

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Mrs. Espinoza informed the board of how appreciative the rest of the staff was that they approved the extra \$2/hour to all staff.

- **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 stated that the executive order was extended; visitors are restricted until July 24, 2020. She explained that on June 29, 2020, MDHHS published guidance in allowing visitation for ADL situations. She discussed the criteria for the visitations and discussed the time and documentation that goes into setting up these visitations.
  - **Testing Payment:** Mrs. Espinoza explained that Blue Cross is reimbursing the facility \$25,026 for the mass testing conducted in April. She stated that they informed us that they will not assist us any further because the weekly testing is not medically necessary. She stated that we are working on a plan to get reimbursed for the cost of weekly testing; these options were discussed at the meeting.
  - **Grant:** Mrs. Espinoza explained that we received a grant in the amount of \$2,818.13; this was part of the CMP funds grant for COVID-19 Communicative Technology. She stated that this will reimburse us for the iPads and cases we purchased to assist with resident communication to their families and friends.
  - **PPP Loan:** Mrs. Espinoza and Mr. Alt discussed the PPP loan providing an explanation as well as details on the agenda item. After discussion, Mr. Bontrager made the motion to approve proceeding with the PPP loan application; Mrs. Civile supported the motion, which passed by an all yea vote.
3. **Pleasant View Building- ELA Insurance:** Mrs. Espinoza stated that ELA was able to offer us the same coverage as last year; the insurance was renewed for the 5<sup>th</sup> and final year. She stated that the cost is \$5,250 for the year, which is consistent with the pervious years. She stated that the additional coverage brought the Professional Liability coverage to \$2,000,000 each occurrence.
4. **Pleasant View Building- Marketing/PR Update:** Mrs. Baldwin gave an update about the items presented in the agenda.
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. Mrs. Espinoza also discussed the satisfaction surveys sent to staff, residents, and resident families.

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6. **Pleasant View Building- Bed Purchase Opportunity:** Mrs. Espinoza explained that due to the pandemic, there is no update on this agenda item.
7. **Financial- Reports related to COVID-19:** Mr. Alt presented and explained this portion of the agenda.
8. **Financial Report:** Mr. Alt presented the May 2020 unaudited financials. Mrs. Civile made the motion to approve the May 2020 unaudited financials; Mr. Bontrager supported the motion, which passed by an all yeas vote.
9. **Financial- Medicaid Outstation Worker:** Mrs. Espinoza stated that we notified DHHS that we wish to extend this contract. She explained that we are awaiting confirmation as to if we need to sign a new contract or if they can extend what was previously signed.
10. **Financial- Accounts Payable:** Mrs. Espinoza presented the check register for the pay periods of 6/13/2020-6/26/2020.
  - Mrs. Bontrager made the motion to approve payment of the check register dated 6/26/2020 in the amount of \$664,405.96; Mrs. Civile supported the motion, which passed by an all yeas vote.
11. **Financial- Payroll:** Mrs. Espinoza presented the payroll summaries for the pay periods 5/25/2020-6/07/2020 and 6/08/2020-6/21/2020. Mrs. Lamb also presented the payroll comparison for 2019 vs. 2020.
  - Mrs. Civile made the motion to approve payroll from 5/25/2020-6/07/2020 in the amount of \$438,766.08; Mr. Bontrager supported the motion, which passed by an all yeas vote.
  - Mr. Bontrager made the motion to approve payroll from 6/08/2020-6/21/2020 in the amount of \$381,370.31; Mrs. Civile supported the motion, which passed by an all yeas vote.
12. **Financial- Occupancy Data Comparison:** Mrs. Espinoza presented the Occupancy Data, which showed a higher number of admissions in June 2020 as compared to June 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.
13. **Financial- Write-offs:** Mrs. Espinoza presented the write-off proposal for resident #8603 and provided an explanation. After discussion Mr. Bontrager made the motion to approve the write-off request for resident #8603; Mrs. Civile supported the motion, which passed by an all yeas vote.
14. **Financial- AR Reconciliation:** Mrs. Knieper presented an AR reconciliation form and gave an update on progress.

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15. **Operations- CRT Foundation:** Mrs. Espinoza stated that identity theft protection was set-up for the majority of those who needed to enroll. She stated that the articles and bylaws were reviewed and filed. She explained that once they are approved, AHP will file for our EIN.
16. **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 that they have informed us that they will extend the waiver due to the pandemic; there is nothing in formal writing on this and Mr. Smithingell stays in communication with them. Mrs. Espinoza stated that we have 4 outstanding FRIs as well.
17. **Operations- Incident/Accident Data Report:** Mrs. Espinoza presented the comparison chart for resident incident/accidents for April 2020 through June 2020.
18. **Human Resources- Updated Policies:** Mrs. Espinoza presented the following updated policies and provided an explanation of each:
  - Coronavirus Policy
  - Additional Pay Policy
19. **Physical Plant- Plant Operations Concerns List:** Mr. Smithingell presented a list outlining the Plant Operations concerns within the facility.
20. **Nursing- Quality Measure Report:** Mrs. DeLau presented the CASPER report and provided an update.
21. **Nursing- General Update:** Mrs. DeLau provided an update on the topics as follows:
  - Updates to the Nursing Management Department
  - Schedule changes to testing needs
  - Work accomplished since the pandemic (3/14/2020)
22. **Activities- Update:** Mrs. Conklin presented the list of activities for August 2020.
23. **Next Meeting Date:** August 21, 2020 at 10AM.

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

**The meeting adjourned at 11:47 AM.**

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Shana Espinoza, RN, LNHA

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Londa Knauff, Board Chair

