

**PLEASANT VIEW SHIAWASSEE COUNTY MEDICAL CARE FACILITY  
SHIAWASSEE COUNTY HEALTH AND HUMAN SERVICES BOARD MEETING MINUTES  
FEBRUARY 14, 2020: ADMINISTRATOR'S CONFERENCE ROOM**

**Call to Order:** Mrs. Knauff called the meeting to order at 10:00. 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), Kelly Knieper (Business Office Manager), Amy Conklin (Life Enrichment Director), Cheri Gokee (Dietary Manager), Mike Miller (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:**

- Mr. Bontrager made the motion to approve the minutes from the January 17, 2020 DHHS Board Meeting; Mrs. Civile supported the motion, which passed by an all yeas vote.
  - Mrs. Civile made the motion to approve the closed session minutes from the January 17, 2020 DHHS Board Meeting; Mr. Bontrager 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 stated that the water tank was replaced. Mrs. Knauff and Mr. Bontrager stated that they believe our 2-year warranty on the tank should start over since the tank is new. Mr. Smithingell stated that he will investigate this.
  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 are a 5-star facility.
  5. **New Pleasant View Building- Bed Purchase Opportunity:** Mrs. Espinoza explained that she had a discussion with Walt Wheeler about bed availability. She stated that the CON Commission agreed to put a hold on part of the methodology used in calculating the bed availability, however, the beds in the counties that have 85% and above will keep the beds specified. She explained that this means that Shiawassee County has 9 beds available and that we can petition for 20 beds. Mrs. Espinoza stated that the CON Committee has no plans to remove the bed availability. She stated that at this time, no one has petitioned for the available beds. Mrs. Espinoza stated that the next opportunity to apply is June 2020 and that we will need the CON submitted by the end of April. She explained that if we choose to not apply in June, the next opportunity will be in October. She stated that if we choose to apply we should consider working on the formal CON process instead of drafting a letter of intent to purchase. She explained that the opportunity with Memorial is still being explored and that she has a meeting with Brian Long to discuss. Mrs. Espinoza stated that she will keep the board informed.

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6. **Financial- Diner Sales:** Mrs. Espinoza reported that after expenses, the profit for Lola's was \$35,789.78 with a total income of \$69,792.49. She stated that the total income does not include sales tax, which is calculated separately. She stated that the donation to the Resident Council fund was \$6,979.25 and the donation to the CRT fund was \$3,977.64. Mrs. Espinoza provided a breakdown for the board to review.
7. **Financial- Pharmacy Savings:** Mrs. Espinoza provided a breakdown that highlights the savings we have seen since switching to our new pharmacy, Remedi. She stated that in the 4-months that we have been utilizing their services, we estimate a cost savings of approximately \$49,660.45.
8. **Financial Report:** Mr. Alt presented the December 2019 unaudited financials. Mr. Bontrager made the motion to approve the December 2019 unaudited financials; Mrs. Civile supported the motion, which passed by an all yeas vote.
9. **Financial- Accounts Payable:** Mrs. Espinoza presented the check registers for the pay periods of 1/11/2020-1/24/2020 and 1/25/2020-2/7/2020.
  - Mrs. Civile made the motion to approve payment of the check register dated 1/24/2020 in the amount of \$1,328,639.92; 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 2/7/2020 in the amount of \$331,415.96; Mrs. Civile supported the motion, which passed by an all yeas vote.
10. **Financial- Payroll:** Mrs. Espinoza presented the payroll summaries for the pay periods 12/23/19-1/5/2020 and 1/6/2020-1/19/2020.
  - Mrs. Civile made the motion to approve payroll from 12/23/19-1/5/2020 in the amount of \$477,252.22; Mr. Bontrager supported the motion, which passed by an all yeas vote.
  - Mrs. Civile made the motion to approve payroll from 1/6/2020-1/19/2020 in the amount of \$400,164.18; Mr. Bontrager supported the motion, which passed by an all yeas vote.
11. **Financial- Occupancy Data Comparison:** Mrs. Espinoza presented the Occupancy Data, which showed the same number of admissions in January 2020 as compared to January 2019. She explained that there was a higher number of re-admissions and higher discharges compared to 2019.
12. **Financial- AR Reconciliation:** Mrs. Knieper presented an AR reconciliation form and gave an update on progress.
13. **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 .

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She explained that after investigation, it was determined that we have liability coverage for our data breaches. She explained that if the agency that has the social security numbers has a data breach, their liability insurance would cover us. She stated that it was recommended that the individuals who provide their social security numbers obtain identity theft protection. She asked the board for their blessing for the facility to investigate cost to provide identity theft protection for any employee required to submit a social security number as part of their work process. She stated that the board as well as six employees are required to use their social security numbers as a part of work process. The board stated that they are supportive of us exploring costs for approval at a future meeting.

14. **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 three outstanding FRIs.
15. **Operations- Incident/Accident Data Report:** Mrs. Espinoza presented the comparison chart for resident incident/accidents for November 2019 through January 2020.
16. **Human Resources- Weekend Warriors:** Mrs. Lamb stated that there are 14 employees interested in the Weekend Warriors bids and that it starts on 2/17/2020.
17. **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.
18. **Human Resources- Updated Policies:** Mrs. Espinoza presented the following updated policies and provided an explanation of each:
  - Copy Fee Schedule for Non-Medical Records
  - Medical Records Policies
  - Social Media Policy
  - Photo/Video Consent
  - CRT Donation Box
19. **Human Resources- Updated Contracts:** Mrs. Espinoza stated that the Signal Restoration contract was signed. Discussion occurred about the contract.
20. **Physical Plant- Purchase of Resident Lift:** Mrs. Espinoza stated that it is necessary to purchase an additional resident lift (Hoyer lift Arjo brand). She explained that we have an increase in the number of residents that require a Hoyer lift when going on conveyances. She stated that we currently have 7 in the facility (one of which is bariatric). She explained that the cost to purchase the lift is \$5,833.10. She provided a quote as well. Mr. Bontrager made the motion to approve the purchase of an additional resident lift in the amount of \$5,833.10; Mrs. Civile supported the motion, which passed by an all yeas vote.

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21. **Nursing- Quality Measure Report:** Mrs. DeLau presented the CASPER report and gave an update on the changes.
22. **Activities- Update:** Mrs. Conklin presented the upcoming activities for March 2020.
23. **Dietary- New Steamer:** Mrs. Espinoza stated that we brought the steamer from the old facility to the new facility. She explained that it is breaking down often and becoming difficult to fix. She provided a cost breakdown for different models. She explained that we are recommending the Cleveland steamer at a cost of \$14,686, which was budgeted for 2020. She stated that this steamer holds 10 pans compared to the old one that holds 5 pans and works with our hood system. Mrs. Civile made the motion to approve the purchase of the Cleveland brand steamer at a cost of \$14,686; Mr. Bontrager supported the motion, which passed by an all yea vote.
24. **IT- Memory Care Unit Door System:** Mrs. Espinoza stated that there was no update at this time and that she will keep the board informed.
25. **County Millage Ballot Language Approval:** Mrs. Espinoza presented a document showcasing the proposed language for the ballot. Mrs. Civile made the motion to approve the county millage language as amended and request the millage renewal be included on the August 4, 2020 ballot; Mr. Bontrager supported the motion, which passed by an all yea vote.
26. **Next Meeting Date:** March 13, 2020 at 10AM.
27. **Adjourn:** Mr. Bontrager made the motion to adjourn the meeting at 11:15 AM; Mrs. Civile supported the motion, which passed by an all yea vote.

**The meeting adjourned at 11:15 AM.**

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Shana Espinoza, RN, LNHA

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Board Chair