

**PLEASANT VIEW SHIAWASSEE COUNTY MEDICAL CARE FACILITY
SHIAWASSEE COUNTY HEALTH AND HUMAN SERVICES BOARD MEETING MINUTES
June 19, 2020: TELECONFERENCE**

Call to Order: Mrs. Knauff called the meeting to order at 10:03. 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) via telephone, Amy Conklin (Life Enrichment Director) via telephone, Cheri Gokee (Dietary Manager) via telephone, Deb Bendall (IT) via telephone, Phil Alt (Contracted CFO) via telephone, Tabitha Woodruff (Central Supply Manager) via telephone, Rachel Baldwin (PR) via telephone, Talenna Ackels (Infection Control), Cindy Garber (County Commissioner) via telephone 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 May 22, 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.
 - **Antibody Testing:** Mrs. Espinoza stated that we completed the antibody testing. She explained that as she previously informed the board, there was an error at the last meeting; the resident test costs are due for payment by the facility and they are not billed as per usual protocol. She stated that the cost is \$50/test. Mrs. Espinoza stated that there were 5 total staff members that tested positive for antibodies and 1 resident. She stated that there was only 1 staff member that tested positive for both COVID and antibodies; this is the data so far.
 - **Preparatory Changes:** Mrs. Espinoza explained 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. She reiterated from previous meetings that we converted our therapy apartment into a two-person room for isolation should the need arise.
 - **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 we expect the Hero Fund to pass; this gives an extra \$2 an hour to nurses and CNAs. She

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stated that we are working with legal counsel; they advised that we prepare for this to pass. She further stated that we will be reimbursed for this, however, we will only be reimbursed for the nurses and CNAs. This will start on July 1, 2020 and will continue through September 30, 2020. Mrs. Espinoza stated that she would like to extend this increase to the entire facility; asking for the board's support in the decision. She did explain that we would not get reimbursed for the non-clinical staff members. Mr. Alt expressed his confidence in our finances; referencing the multiple stimulus relief funds we have received for COVID. Mr. Bontrager stated that we must develop a clear and concise announcement to staff that this increase is **only** for the date range of July 1, 2020-September 30, 2020. Mrs. Espinoza stated that she will work with legal counsel on the appropriate language to present to the union. Mr. Bontrager made the motion to approve extending the Hero's Fund \$2 an hour increase contingent on the above request; Mrs. Civile supported the motion, which passed by an all yea vote.

- **Staff:** Mrs. Espinoza stated that we continue to train all staff for preparedness during the pandemic. She stated that staff morale remains positive towards the facility, however; the staff are becoming frustrated amongst each other; Mrs. Lamb is working on interventions; often working while on vacation. Mrs. Espinoza stated that we continue to hire staff regularly. Mrs. Espinoza lastly stated that we have identified three additional staff members that needed the bonus added to their paycheck; totaling in at \$2,034
- **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. She explained that we are working with consultants regularly.
- **Visitors:** Mrs. Espinoza stated that the executive order was extended, and visitors are restricted until June 26, 2020. She explained that the families are becoming frustrated that they can't see their loved ones; stating that we communicate with them regularly to provide updates.
- **Testing Payment:** Mrs. Espinoza explained that when we conducted COVID testing for the staff, Memorial communicated that they would bill the facility directly; the cost is \$110/person and \$50/person for the antibody testing. She stated that Memorial billed us for the COVID tests in the amount of \$31,124.25. She stated that we identified additional costs; as we sent new hires and returning employees for testing. Mrs. Espinoza stated that she continues working with Blue Cross to see if we can recuperate some of the expense by billing ourselves' she is waiting to hear back on the specifics. She lastly stated that we will attempt to apply the same to antibody testing.
- **Weekly Testing:** Mrs. Espinoza explained that MDHHS released guidelines requiring Pleasant View SCMCF to conduct weekly staff testing. She explained that we are required to do so because we are in a medium risk zone. She stated that this is for staff only; providing an explanation of when we would be required to include residents in the weekly testing. She stated that staff cannot refuse to get tested; they have to have no contact with

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residents if they do so, which is not possible. She further explained that we are having each staff member scheduled for the same day and time until this is no longer required. Mrs. Espinoza stated that we must finalize our plan by June 22.; we are working to find the necessary supplies to do this. Discussion about using Memorial for testing took place, to which Mr. Bontrager recused himself from. Mrs. Knauff and Mrs. Civile supported the decision to use Memorial for testing.

3. **Pleasant View Building- Building Update:** Mr. Smithingell presented a list outlining the outstanding building needs for Pleasant View Shiawassee County Medical Care Facility. He stated that most of these items have been postponed due to the pandemic.
4. **Pleasant View Building- ELA Insurance:** This matter was tabled until the next meeting date of July 17, 2020.
5. **Pleasant View Building- Marketing/PR Update:** Mrs. Baldwin gave an update about the items presented in the agenda.
6. **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.
7. **Pleasant View Building- Bed Purchase Opportunity:** Mrs. Espinoza explained that due to the expenses occurred from the pandemic, there is no update on this agenda item.
8. **Financial- Reports related to COVID-19:** Mr. Alt presented and explained this portion of the agenda.
9. **Financial Report:** Mr. Alt presented the April 2020 unaudited financials. Mrs. Civile made the motion to approve the April 2020 unaudited financials; Mr. Bontrager supported the motion, which passed by an all yeas vote.
10. **Financial- Purchases above \$5,000 for the Pandemic:** Mrs. Espinoza presented the purchases made above \$5,000 as follows; explaining that these are not typical expenses, however, were necessary for the pandemic:
 - o **Professional Medical:** \$7,504 for reusable isolation gowns.

Mrs. Civile made the motion to approve these purchases as written; Mrs. Bontrager supported the motion, which passed by an all yeas vote.

11. **Financial- Medicaid Outstation Worker:** Mrs. Espinoza informed the board that the contract for our Medicaid Outstation worker is scheduled for a renewal in July. She stated that we paid \$64,250 for these services last year. She explained that they are proposing an increase in costs to provide the worker with a cell phone; this was identified as necessary because of the pandemic. Mrs.

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Espinoza stated that the total increase to the contract is \$2,450, while the cell phone is \$550 of the increase. She stated that the additional \$1,900 is for wages and benefits. Mrs. Espinoza further explained that the payments are due in the following increments:

- \$66,700 due in total.
- Payments of \$16,675 due 1/1/21, \$16,675 due 4/1/21.
- \$33,350 due 7/1/21

Mrs. Espinoza stated that the current contract expires on 9/30/2020; the proposed contract will be reviewed in July when they send it. Mr. Bontrager made the motion to approve re-signing the Medicaid Outstation worker contract provided there are no concerns with the written agreement upon receipt; Mrs. Civile supported the motion, which passed by an all yeas vote.

12. **Financial- Accounts Payable:** Mrs. Espinoza presented the check registers for the pay periods of 5/16/2020-5/29/2020 and 5/30/2020-6/12/2020.

- Mr. Bontrager made the motion to approve payment of the check register dated 5/29/2020 in the amount of \$396,643.56; Mrs. Civile supported the motion, which passed by an all yeas vote.
- Mr. Civile made the motion to approve the check register dated 6/12/2020 in the amount of \$269,182.48; 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 4/27/2020-5/10/2020, 5/11/2020-5/24/2020 and the special payroll summary dated 5/22/2020, which was for the pandemic bonus payout. Mrs. Lamb also presented the payroll comparison for 2019 vs. 2020.

- Mr. Bontrager made the motion to approve payroll from 4/27/2020-5/10/2020 in the amount of \$391,435.35; Mrs. Civile supported the motion, which passed by an all yeas vote.
- Mrs. Civile made the motion to approve payroll from 5/11/2020-5/24/2020 in the amount of \$383,660.94; Mr. Bontrager supported the motion, which passed by an all yeas vote.
- Mr. Bontrager made the motion to approve payroll dated 5/22/2020 in the amount of \$159,942.02; 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 May 2020 as compared to May 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 due to the pandemic.

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

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16. **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 Human Resources is working on finishing the process. Mrs. Espinoza stated she will provide updates when they are available.

17. **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 the state showed up on 6/18/2020 for our second infection control survey. Areas of concern as well as the plan of correction was discussed in the meeting. She stated that we have 4 outstanding FRIs as well.

18. **Operations- Incident/Accident Data Report:** Mrs. Espinoza presented the comparison chart for resident incident/accidents for March 2020 through May 2020.

19. **Human Resources- Restitution:** Mrs. Espinoza explained that the facility was granted \$5,000 in restitution from the previously employed nurse that diverted narcotic medications. She stated that we plan to place these funds into our CRT account; the board was supportive of this decision.

20. **Human Resources- Updated Policies:** Mrs. Espinoza presented the following updated policies and provided an explanation of each:
 - Coronavirus Policy.

21. **Nursing- Involuntary Discharge:** Discussions about the involuntary discharge process took place this meeting. Mr. DeLau and Mrs. Espinoza informed the board of an inappropriate resident that fits the criteria for an involuntary discharge. She stated that we are working with legal counsel and the ombudsman on this process.

22. **Nursing- Quality Measure Report:** Mrs. DeLau presented the CASPER report and provided an update.

23. **Activities- Update:** Mrs. Espinoza explained that the department had to make drastic changes to the way they operate due to the pandemic. She stated that they are conducting 1-to-1 activities; no group activities are being conducted. She explained that any activity that includes more than 1 resident has them spaced 6-feet apart. She stated that Activities has been coordinating Skype and FaceTime calls with families. Mrs. Conklin presented the list of activities for July 2020.

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24. **IT- IT Switch:** Mrs. Espinoza explained that the facility identified a need to add two IT switches to accommodate more resident phones in their rooms. She explained that New Horizons has 3 switches that have 48 ports, for a total of 144 ports; these ports are used to connect devices such as computers, cameras, time clocks, and phones to the network. She explained that all the ports are in use at the time, and we are not able to add any devices. She stated that all, but 7 rooms are wired for phones and there is not room for growth on New Horizons. She explained that the same situation for New Horizons is needed on Safe Havens; they currently have 19 free ports, which is not enough to accommodate every resident room if request. Mrs. Espinoza stated that the cost for both is \$17,218.70 and the work is set to be completed by Common Angle. She also provided a quote and stated that this was part of IT's 5-year plan, however, the pandemic made this important now. Mr. Alt stated that he believes we can track this as a COVID expense. Mr. Bontrager made the motion to approve the switch at a cost of \$17,218.70; Mrs. Civile supported the motion, which passed by an all yeas vote.
25. **Central Supply-** Mrs. Espinoza stated that the facility utilizes lifts to assist us in moving some of our residents; to utilize the lifts, a sling must be used to assist in lifting the resident. She stated that the manufacturer requires they are discarded every 2-years to maintain integrity and safety while lifting. She explained that these slings have historically been replaced every 2-years after purchase. She explained that most of the slings are now due for their 2-year replacement, however, we inadvertently missed this cost during our budget planning; this was not accounted for in the budget. Mrs. Espinoza stated that the cost is currently \$32,192.76. Mr. Bontrager made the motion to approve the purchase of the slings in the amount of \$32,192.76; Mrs. Civile supported the motion, which passed by an all yeas vote.
26. **County Millage:** Mrs. Baldwin gave an update on the millage plan as follows:
- Facility brochures are being mailed to residents throughout Shiawassee County.
 - Radio Commercials will start this month and will continue through August.
 - Services offered at Pleasant View
 - Appreciation for Community Support
 - Newspaper Ads
 - Testimonials from local businesses
 - "Don't Forget to Vote" graphics for social media
 - Vote signs
 - Lebowski Project
 - Residents will be displayed on the Lebowski marquee
 - Community involvement
 - CRT will host a pet supply drive for the Shiawassee Humane Society
 - Random acts of kindness
 - Provide lunch for local business
 - CRT is raising money to help pay for lunch at local schools

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- Vote day pep rally for staff and residents
- Vote Day: Aug. 4, 2020

27. **Next Meeting Date:** July 17, 2020 at 10AM.

28. **Adjourn:** Mr. Bontrager made the motion to adjourn the meeting at 11:35 AM; Mrs. Civile supported the motion, which passed by an all yea vote.

The meeting adjourned at 11:35 AM.

Shana Espinoza, RN, LNHA

Board Chair