

**PLEASANT VIEW SHIAWASSEE COUNTY MEDICAL CARE FACILITY
SHIAWASSEE COUNTY HEALTH AND HUMAN SERVICES BOARD MEETING MINUTES
MARCH 13, 2020: ADMINISTRATOR'S CONFERENCE ROOM**

Call to Order: Mrs. Civile called the meeting to order at 10:11. The following were in attendance: Londa Knauff (Chair) via telephone, 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) 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:

- Mrs. Knauff made the motion to approve the minutes from the February 14, 2020 DHHS Board Meeting; Mr. Bontrager supported the motion, which passed by an all yeas vote.

1. **Public Participation:** None.

2. **Pleasant View Building- Coronavirus/Influenza Update:** Mrs. Espinoza explained that there is new information coming out about the Coronavirus. She explained that our current Influenza quarantine has helped us get a head start in the planning for the Coronavirus. She explained that we currently have 11 cases of Influenza. Mrs. Espinoza stated that the residents were very sick to begin with and that they had not gotten the flu shot. She gave an update on the quarantine and stated that we are not allowing visitors in the building aside from end-of-life resident visitors.

Mrs. Espinoza stated that we are checking the CDC website daily as well as working with consultants. She stated that we are recommending that staff do not travel. Mrs. Espinoza stated that we have called and updated the families and informed them of our Skype availability. She further stated that we are tracking the expenses related to COVID-19. She stated that there is a staffing concern tied to potential illnesses and school closings. Mrs. Espinoza explained that the team has daily meetings on the COVID-19 matter.

3. **Operations- State:** Mrs. Espinoza stated that there is a waiver on file for the doors on Harbors until 3/31/2020. She further stated that we currently have three outstanding FRIs; state arrived on 2/25/2020 to investigate. She explained that they exited with 3 areas of concern with potential citations. She further stated that when the surveyor exited, we had 4 new FRIs, which were all allegations. She explained that the state is citing us for abuse; we do not agree with the concern areas; therefore, she and Mrs. DeLau took the matter to the top of the chain of command. She explained that despite this attempt, the state cited us. She stated that we are submitting an IDR as well as working with consultants and survey managers. She further explained that if we do get a citation for abuse, we will have a red stop sign hand next to our name on the CMS Nursing Comparison website for one year and the highest we can maintain is a 4-star rating.

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4. **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 we are still determining if the 2-year warranty will restart with the new water tank.
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.
7. **Pleasant View Building- Bed Purchase Opportunity:** Mrs. Espinoza explained that she had no update on this agenda item. She will inform the board as updates are available.
8. **Financial Report:** Mrs. Knieper presented the January 2020 unaudited financials. Mr. Bontrager made the motion to approve the January 2020 unaudited financials; Mrs. Knauff 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 2/8/2020-2/21/2020.
 - Mr. Bontrager made the motion to approve payment of the check register dated 2/21/2020 in the amount of \$444,770; Mrs. Knauff supported the motion, which passed by an all yeas vote.
10. **Financial- Payroll:** Mrs. Espinoza presented the payroll summaries for the pay periods 1/20/2020-2/2/2020 and 2/3/2020-2/16/2020.
 - Mr. Bontrager made the motion to approve payroll from 1/20/2020-2/2/2020 in the amount of \$397,920.18; Mrs. Knauff supported the motion, which passed by an all yeas vote.
 - Mrs. Knauff made the motion to approve payroll from 2/3/2020-2/16/2020 in the amount of \$406,193.28; 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 a lower number of admissions in February 2020 as compared to February 2019. She explained that there was a higher number of re-admissions and higher discharges compared to 2019. She stated that the daily average census is higher as well.
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 as discussed in previous meetings, we have identified seven employees as well as our three board members, as individuals who should be offered identity theft protection. She stated that the total cost is estimated to be

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\$107.40/person/year. She stated that the total cost for 10 people is \$1,074/year. Mr. Bontrager made the motion to approve the facility to supply identity theft protection to employees/board members who supply social security numbers for facility operation purposes; Mrs. Knauff supported the motion, which passed by an all yeas vote.

14. **Operations- Grant Opportunity:** Mrs. Espinoza explained that we were awarded a grant in the amount of \$2,675 through MMRMA for a security camera purchase made after the drug diversion.
15. **Operations- Therapy Company Costs:** Mrs. Espinoza stated that we reviewed the cost/revenue changes since switching our therapy company in May 2019. She stated that costs are up, however, Part B has increased as well as the acuity of needs. She stated that we are indemnified by Concept Rehab if there is a denial of payment for Part B units. Mrs. Espinoza explained that we continue to review the numbers. She explained that while costs are up, we saw an increase in revenue, which is based on averages over 7-months, in an amount of \$40,574.
16. **Operations- Fuel Costs:** Mrs. Espinoza stated that we reviewed the costs spent on fuel each month, as requested at a previous meeting. She presented graphs that displayed the cost breakdown per vehicle.
17. **Operations- Incident/Accident Data Report:** Mrs. Espinoza presented the comparison chart for resident incident/accidents for December 2019 through February 2020.
18. **Human Resources- Compensation Philosophy:** Mrs. Espinoza presented a tentative compensation philosophy. Mr. Bontrager made a few suggestions for the philosophy.
19. **Human Resources- Updated Policies:** Mrs. Espinoza presented the following updated policies and provided an explanation of each:
 - Collections Policy
 - Admission Policy
 - Visitation Policy
20. **Nursing- Quality Measure Report:** Mrs. DeLau presented the CASPER report and gave an update on the changes.
21. **Activities- Update:** Mrs. Conklin presented the upcoming activities for April 2020. She also explained that since the quarantine, we have implemented Skype appointments for the residents to see their families.
22. **IT- Memory Care Unit Door System:** Mrs. Espinoza stated that we identified a company named Eagle, that might be able to assist us in programming the memory care unit doors to tie to the wanderguard system. She explained that with the compliance date approaching soon, we have

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decided to delay pursuing the new options until after we clear our compliance date. She explained that we change the doors to a 15-second delayed egress with door alarms in place. She explained

that after our compliance date, we will work with the state and the fire marshal to petition for the new system. She stated that there are further discussions to come on the matter.

23. **Central Supply- Bed Purchase:** Mrs. Espinoza reminded the board that as discussed on the October 2019 board meeting, we will be purchasing beds each year, over a 3-year period. She explained that we will purchase 40 beds per year. She requested approval for the 40 beds for 2020. Mrs. Knauff made the motion to approve the purchase of 40 beds in the amount not to exceed \$120,000; Mr. Bontager supported the motion, which passed by an all yea vote.
24. **County Millage Ballot Language Approval:** Mrs. Espinoza explained that the request letter approved by the board last month was presented to the County. She stated that they requested to have the ballot language updated to match historical ballot language, which included the request for "up to 2-mills". She stated that we confirmed the ballot language and updated the request letter, including the ballot language request. She stated that the ballot should be on the March county commissioner schedule for review
25. **Next Meeting Date:** April 17, 2020 at 10AM.
26. **Adjourn:** Mrs. Knauff made the motion to adjourn the meeting at 11:13 AM; Mr. Bontrager supported the motion, which passed by an all yea vote.

The meeting adjourned at 11:13 AM.

Shana Espinoza, RN, LNHA

Board Chair