

**PLEASANT VIEW SHIAWASSEE COUNTY MEDICAL CARE FACILITY
SHIAWASSEE COUNTY HEALTH AND HUMAN SERVICES BOARD MEETING MINUTES
MAY 22, 2020: TELECONFERENCE**

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) 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:

- Mrs. Civile made the motion to approve the minutes from the April 17, 2020 DHHS Board Meeting; Mr. Bontrager 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:
 - **General Update:** Mrs. Espinoza stated that we haven't had any new COVID-19 cases in staff or residents since the facility wide test. She stated that the staff that tested positive and self-isolated at home returned to work on May 9; the residents that tested positive were removed from isolation the same date. She explained that we test our residents when they present symptoms.
 - **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 four times a day while staff is assessed twice a day.
 - **Antibody Testing:** Mrs. Espinoza stated that we are working on coordinating the facility wide antibody testing. She explained that we are working with Memorial for this testing. She stated that the cost is approximately \$15,000 for staff. She stated that Memorial will come onsite to do the testing.
 - **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 stated that the 1135 waiver that we filed to hang the plastic barrier wall on Harbors was approved on 5/21/2020.
 - **Neighbors:** Mrs. Espinoza stated that we continue to communicate with other county homes. She stated that most other homes have not done facility wide COVID-19 testing.
 - **Financial:** Mrs. Espinoza explained that the county is shut down, however, there are limited operations still working. She stated that because of this, we can make money transfers and access our funds. Mrs. Espinoza explained that we are tracking all expenses that are COVID related. She discussed our decrease in census; stating that we experienced our

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lowest census since moving to the new facility, which is a result of the pandemic. Mrs. Espinoza explained that she is working closely with the Admissions Department.

- **Staff:** Mrs. Espinoza stated that we continue to train all staff for preparedness during the pandemic. She stated that staff morale remains positive. Mrs. Espinoza stated that we continue to hire staff regularly. It was discussed that meetings are limited to a few people in the room; most call in from their offices. She further stated that staff is not permitted to eat in the breakroom together; stating that the goal is to limit interactions to prevent the spread. Mrs. Espinoza reported that the bonus payout for those who worked 90% of their shifts through May 10 will occur on May 22; explaining that the total amount of the payout is \$159,942.02.
 - **COVID-19 Testing:** Mrs. Espinoza stated that we are still admitting residents, however, we are heavily screening them for any respiratory concerns that could indicate COVID-19. She reiterated that all new admissions are placed in a 14-day isolation. Mrs. Espinoza stated that the facility is assessing each case of COVID-19 positive discharges before accepting; stating that we have not accepted any COVID positive individuals to date. She explained that we continue to reassess if we need to change this position while taking into consideration if the community need arises; such as increased need for hospital beds.
 - **Admissions:** Mrs. Espinoza explained that we are still admitting residents. She stated that we are heavily screening 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 May 31, 2020.
 - **Advanced Directives:** Mrs. Espinoza stated that all advanced directives were reviewed with residents and/or their families.
 - **Community Support:** Mrs. Espinoza stated that the community continues to show their support through encouraging words and food donations to staff.
 - **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. She stated that we have not been officially billed from Memorial yet. She stated that Memorial will bill the residents per usual. Mrs. Espinoza stated that she is waiting to hear back on if we can recuperate some of the expense by billing ourselves. She stated that we will do this same process with the antibody 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 there items have been postponed due to the pandemic.
4. **Pleasant View Building- Marketing/PR Update:** Mrs. Baldwin gave an update about the items presented in the agenda.

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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.
6. **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.
7. **Financial- Reports related to COVID-19:** Mr. Alt presented and explained this portion of the agenda.
8. **Financial Report:** Mr. Alt presented the March 2020 unaudited financials. Mr. Bontrager made the motion to approve the March 2020 unaudited financials; Mrs. Civile supported the motion, which passed by an all yeas vote.
9. **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:
 - **Medline:** \$7,500 for 7,500 surgical masks and \$8,640 for 1,440 face shields.
 - **Professional Medical:** \$8,640 for 300 reusable isolation gowns.
 - **Pulsar:** \$5,683.60 for 1,600 KN95 masks.
 - **Common Angle:** \$5,662.91 for four computers, for home use for pandemic work from home needs.Mr. Bontrager made the motion to approve these purchases as written; Mrs. Civile supported the motion, which passed by an all yeas vote.
10. **Financial- Accounts Payable:** Mrs. Espinoza presented the check registers for the pay periods of 4/4/2020-4/17/2020, 4/18/2020-5/1/2020 and 5/2/2020-5/15/2020.
 - Mrs. Civile made the motion to approve payment of the check register dated 4/17/2020 in the amount of \$556,054.19; Mr. Bontrager supported the motion, which passed by an all yeas vote.
 - Mr. Bontrager made the motion to approve the check register dated 5/1/2020 in the amount of \$207,019.94; Mrs. Civile supported the motion, which passed by an all yeas vote.
 - Mrs. Civile made the motion to approve the check register dated 5/15/2020; Mr. Bontrager supported the motion, which passed with an all yeas vote.
11. **Financial- Payroll:** Mrs. Espinoza presented the payroll summaries for the pay periods 3/30/2020-4/12/2020 and 4/13/2020-4/26/2020. Mrs. Lamb also presented the payroll comparison for 2019 vs. 2020.

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- Mr. Bontrager made the motion to approve payroll from 3/30/2020-4/12/2020 in the amount of \$422,723.44; Mrs. Civile supported the motion, which passed by an all yeas vote.
 - Mr. Bontrager made the motion to approve payroll from 4/13/2020-4/26/2020 in the amount of \$394,373.05; 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 lower number of admissions in April 2020 as compared to April 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.
13. **Financial- Write-offs:** Mrs. Espinoza presented the write-offs for this meeting.
- Mrs. Civile made the motion to approve the write-off for resident #8272 in the amount of \$2,600; Mr. Bontrager supported the motion, which passed by an all yeas vote.
 - Mr. Bontrager made the motion to approve the write-off for resident #8251 in the amount of 9,230; 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.
15. **Operations- CRT Foundation:** There was no update on this agenda item.
16. **Operations- State:** Mrs. Espinoza explained that we still have a waiver on file for the Harbor's door. She explained that this was supposed to be until 3/31/2020, however, the company that was hired to assist with unlocking the doors suspended operations in on-site locations such as ours. She stated that we have another company that will do the work but were unable to enter the facility because they did not pass our screening process. She explained that the Fire Marshal has been kept up-to-date. She explained that they informed us that they will extend the waiver 3-weeks beyond the pandemic; this has not been formally placed in writing. Mrs. Espinoza further stated that we are installing door alarms in the meantime. Mrs. Espinoza stated that our POC was desk reviewed and accepted; we are now compliant. She stated that we have 4 outstanding FRIs.
17. **Operations- Incident/Accident Data Report:** Mrs. Espinoza presented the comparison chart for resident incident/accidents for January 2020 through March 2020.
18. **Human Resources- Compensation Philosophy:** Mrs. Lamb presented this document; the board was in support.

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19. **Human Resources- Updated Policies:** Mrs. Espinoza presented the following updated policies and provided an explanation of each:
- Coronavirus Policy
20. **Physical Plant- Landscaping:** Mrs. Espinoza stated that we received landscaping quotes that align with the budget. She stated that Crooked Tree had the lowest cost, so we will utilize their services. No annual vote needed per the board. Mrs. Knauff suggested getting annual bids.
21. **Nursing- Quality Measure Report:** Mrs. DeLau presented the CASPER report and provided an update.
22. **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. She presented the list of activities for June 2020. Mrs. Conklin also discussed the department's efforts to combat loneliness, helplessness and boredom.
23. **Dietary- Food Shortage:** Mrs. Espinoza stated that there has been some difficulty in obtaining food products; specifically, meat. She stated that Mrs. Gokee has been able to work around this, though some additional cost has been required. She stated that food costs are rising as well.
24. **County Millage Ballot Language Approval:** Mrs. Espinoza stated that the county approved the language for the ballot on 4/16/2020.
25. **Next Meeting Date:** June 19, 2020 at 10AM.
26. **Adjourn:** Mr. Bontrager made the motion to adjourn the meeting at 11:13 AM; Mrs. Civile supported the motion, which passed by an all yea vote.

The meeting adjourned at 11:13 AM.

Shana Espinoza, RN, LNHA

Board Chair