

**PLEASANT VIEW SHIAWASSEE COUNTY MEDICAL CARE FACILITY
SHIAWASSEE COUNTY HEALTH AND HUMAN SERVICES BOARD MEETING MINUTES
DECEMBER 18, 2020: ZOOM MEETING AT PLEASANT VIEW SHIAWASSEE COUNTY MEDICAL
CARE FACILITY**

Call to Order: Mrs. Knauff called the meeting to order at 10:14 AM. The following were in attendance:

Via Zoom Meeting: Londa Knauff (Chair), Cindy Civile (Co-Chair), Greg Bontrager (Member), Shana Espinoza (Administrator), Sandy Lamb (Human Resources Manager), Theresa DeLau (Director of Nursing), Kelly Knieper (Business Office Manager), Steve Girard (Attorney), Cindy Garber (County Commissioner), Chelsea Edwards (Administrative Assistant to the Administrator) Jeff Smithingell (Plant Operations Manager), Amy Conklin (Life Enrichment Director), Cheri Gokee (Dietary Manager), Deb Bendall (IT), Phil Alt (Contracted CFO), Tabitha Woodruff (Central Supply Manager), Rachel Baldwin (PR) and Talenna Ackels (Infection Control).

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 November 20, 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 we continue testing staff twice a week. She informed the board that we had two positive staff members and five residents test positive the week of November 2, 2020. She stated that to date, we have had forty staff members and thirty-two residents test positive for COVID-19 since the beginning of the pandemic. Mrs. Espinoza further stated that we have had three residents pass away from COVID-19. She discussed that when we have a positive test using our POC machine, we send another sample to Memorial, who then runs the specimen through their PRC machine. She discussed that we must report these as a positive test to the state. Mrs. Espinoza stated that we continue to assess residents four times a day; staff is assessed twice a day.
 - **Staffing:** Mrs. Espinoza explained that we have some staff working remote to provide alternative staffing should there be a need. She stated that these staff members are primarily management, Social Workers and MDS.
 - **CMS vs. MDHHS Testing Requirements:** Mrs. Espinoza stated that we continue to monitor and comply with the testing requirements for CMS and MDHHS.
 - **Rapid Testing Machine:** Mrs. Espinoza stated that we continue to use our POC machine for most of our testing. She stated that we have approximately 9-weeks of supplies on hand. Mrs. Espinoza explained that we are attempting to obtain a second machine to process more tests in a day.
 - **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.

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- **Financial:** Mrs. Espinoza explained that we continue to track expenses related to COVID-19. She also stated that the admission team has worked consistently to increase our census. She stated that we continue to submit requests for reimbursement of our weekly testing. She further stated that the extra \$2/hour for direct care employees expires on December 31, 2020.
 - **Expenses over \$5,000:** Mrs. Espinoza presented the COVID-19 expenses over \$5,000. Mrs. Civile made the motion to approve the charges as written; Mr. Bontrager supported the motion, which passed by an all yeas vote.
 - **Provider Relief Funds:** Mrs. Espinoza stated that we have not heard an update on this matter.
 - **Infection Control Award:** Mrs. Espinoza stated Pleasant View SCMCF was awarded additional funds based on our infection control efforts. She stated that \$3,521.63 was distributed on November 30, 2020 and explained that the funds must be used to continue our infection control efforts. She stated that an additional \$63,625.87 was awarded on December 9, 2020.
 - **Admissions:** Mrs. Espinoza explained that our census has decreased to 80% occupancy. She discussed that we lost ten residents within 9 days. She further stated that we are working tirelessly to increase the census. Mrs. Baldwin discussed upcoming admissions. Mrs. Espinoza explained that we are also reducing costs where necessary, including allowing staff to leave early if their tasks are complete (based on seniority). Mrs. DeLau also gave an update on her and her team's efforts to increase the census and reducing cost. Mrs. Lamb stated that we are offering the staff to borrow from next year's PTO if they so choose. It was discussed that we use a document when staff borrows PTO and have them sign the agreement. Mr. Bontrager requested we investigate if this is considered an interest free loan.
 - **Visitors:** Mrs. Espinoza discussed this as outlined in the agenda.
 - **Outdoor Visits:** Mrs. Espinoza stated that we can now allow visitation while in a level E with the county; however, we are in outbreak testing currently and cannot allow visitation during this time. .
 - **Vaccine Development:** Mrs. Espinoza updated the board on the vaccine information as presented in the agenda. She explained that she received a call from Walgreens stating that we are on a critical list for receiving the vaccine; out of 420 homes, there are 11 that are on the critical list. She stated that we will probably be the first home to get the vaccine per Walgreens. She explained that we have been collecting consents and have a created a mock schedule. She stated that approximately 42% of staff wants the vaccine; there are 90 residents wanting the vaccine. She explained that the week of December 28, 2020 is currently the launch date of the vaccine. She lastly explained that we will receive the Pfizer vaccine and stated that Walgreens will come onsite and administer to our staff and residents.
 - **PPP Loan:** Mrs. Espinoza stated that we continue using these funds for payroll.
3. **Pleasant View Building- Marketing/PR Update:** Mrs. Baldwin gave an update about the items presented in the agenda.

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4. **Pleasant View Building- Star Rating:** Mrs. Espinoza stated that we continue to be a 5-star facility. She explained that we received notice that some areas of the rating will no longer be frozen, and we may have the red stop sign by our facility. She stated that we are working with our consultants for clarification.
5. **Financial- Bed Purchase Opportunity:** Mrs. Espinoza explained that she and Mr. Long have had discussions on the matter. She stated that Mr. Long was in support of Pleasant View initiating the Right of First Refusal on the land surrounding the facility. She stated that he is also still interested in working with Pleasant View on the bed purchase opportunity for First Right of Refusal. She stated that he requested we handle each matter separately.
6. **Financial- Reports related to COVID-19:** Mr. Alt presented and explained this portion of the agenda.
7. **Financial Report:** Mr. Alt presented the October 2020 unaudited financials. Mr. Bontrager made the motion to approve the October 2020 unaudited financials; Mrs. Civile supported the motion, which passed by an all yeas vote.
8. **Financial- Cash Reserve Designations:** Mr. Alt provided an explanation of this agenda item and Mrs. Espinoza provided a document supporting that agenda item. After discussion, Mr. Bontrager made the motion to approve the cash reserve designations as written; Mrs. Civile supported his motion, which passed by an all yeas vote.
9. **Financial- Medicaid Audit:** Mrs. Espinoza updated the board on this matter as outlined in the agenda.
10. **Financial- Pension Funding:** Mrs. Espinoza stated that because of the pandemic, it is recommended that there is no additional funding requested for 2020. She stated that the recommendation is based on the pension being frozen, which means that the liability will have a low rate of growth compared to previous years. Mr. Alt discussed the investment earnings that occurred.
11. **Financial- Financial Audit:** Mrs. Espinoza stated that the County is placing the financial statement services out to bid for 2020. She stated that we receive our audit with the county and not separately. She stated that we would like to continue operating in this manner. She explained that the County is responsible for choosing the audit firm and that Pleasant View will not have a role in the decision. She lastly stated that the current audit is in progress. Commissioner Garber gave an update from the County's perspective and expressed their frustration with the current firm who conducts the audit. Mrs. Espinoza stated that she informed the county that we would like to be included in the audit; Mrs. Garber gave her support on the behalf of the county. She stated that we recognize that we have the county's support and further discussed the county's distaste for the current audit firm.
12. **Financial- Part B:** Mrs. Espinoza stated that there is a 9% rollback on Part B rates, which takes effect on January 1, 2021. She stated that there may be an increase in Part A, however, which is

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because of this cut to Part B. She stated that the Part B decrease is estimated to be a \$45,000 loss in revenue.

13. **Financial- Accounts Payable:** Mrs. Espinoza presented the check register for the pay periods of 10/31/2020-11/13/2020 and 11/14/2020-11/27/2020.
 - Mr. Bontrager made the motion to approve payment of the check register dated 11/13/2020 in the amount of \$406,921.91; Mrs. Cville supported the motion, which passed by an all yea vote.
 - Mrs. Cville made the motion to approve payment of the check register dated 11/27/2020 in the amount of \$581,900.08; Mr. Bontrager supported the motion, which passed by an all yea vote.

14. **Financial- Payroll:** Mrs. Espinoza presented the payroll summaries for the pay periods 10/26/2020-11/08/2020 and 11/09/2020-11/22/2020. Mrs. Lamb also presented the payroll comparison for 2019 vs. 2020 and the breakdown of the \$2/hour increase for the direct and indirect employees. She also stated that the union approved temporary bids to help with staffing levels and to prevent burn-out.
 - Mr. Bontrager made the motion to approve payroll from 10/26/2020-11/08/2020 in the amount of \$448,837.37; Mrs. Cville supported the motion, which passed an all yea vote.
 - Mrs. Cville made the motion to approve payroll from 11/09/2020-11/22/2020 in the amount of \$572,437.24; Mr. Bontrager supported the motion, which passed by an all yea vote.

15. **Financial- Occupancy Data Comparison:** Mrs. Espinoza presented the Occupancy Data, which showed a lower number of admissions in November 2020 as compared to November 2019. She explained that there was a lower number of re-admissions and the same number of discharges compared to 2019. She stated that the daily average census is lower as well; this is influenced by the pandemic.

16. **Financial- Write-offs:** Mrs. Espinoza and Mrs. Knieper explained the requested write-off. After discussion, Mrs. Cville made the motion to approve the write-off as written; Mr. Bontrager supported the motion, which passed by an all yea vote.

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

18. **Operations- CRT Foundation:** Mrs. Espinoza stated the Community Relations Team still exploring financial institutions to work with.

19. **Operations- Financial Institution Comparison:** Mrs. Espinoza stated that we continue to work on this matter. She stated that the Business Office Manager is obtaining proposals form different financial institutions. She stated that we will continue to update the board.

20. **Operations- State:** Mrs. Espinoza explained that we have 8 outstanding FRIs; the details were discussed at the meeting. She further stated that the surveyors came to the facility for another

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infection control survey on November 24, November 25 and December 1. She stated that they exited with no concerns found.

21. **Operations- Incident/Accident Data Report:** Mrs. Espinoza presented the comparison chart for resident incident/accidents for September 2020 through November 2020.

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

23. **Human Resources- Staffing Concern:** Mrs. Espinoza stated that there is no longer a need for the CNA bonus program at this time due to the increase in hiring measures. She discussed the interventions that were implemented to help with staffing and alleviate burn-out. She stated that she will approach the matter with the board if needed again in the future.

24. **Human Resources- Work Comp Company:** Mrs. Espinoza stated that we have chosen to switch to Argent/West Bend as discussed on the last board meeting. She explained that the cost is an annual \$223,754, which will begin on December 20, 2020; our contract with Broadspire will end on this date. After discussion, Mr. Bontrager made the motion to approve the new work compensation carrier of Argent/West Bend at an annual cost of \$223,754; Mrs. Civile supported the motion, which passed by an all yeas vote.

25. **Physical Plant- Kitchenette Discussion:** Mrs. Espinoza stated that we received notification that the official proposal for the project is \$99,739. She stated that in the last board meeting they approved each kitchenette to not exceed \$110,000; however, we have identified an additional \$5,940 that covers the assistance of William E. Walter. She provided a break-down and stated that we are requesting to proceed at the cost not to exceed \$110,000. Mr. Bontrager made the motion to approve the kitchenette remodel as written in an amount not to exceed \$110,000; Mrs. Civile supported the motion, which passed by an all yeas vote.

26. **Physical Plant- Plant Operations Concerns List:** Mr. Smithingell presented a list outlining the Plant Operations concerns within the facility.

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

28. **Activities- Update:** Mrs. Conklin presented the list of activities for January 2021.

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29. **Dietary:** Mrs. Gokee stated that the department is serving all staff and residents a special Christmas meal on December 25, 2020.
30. **IT- Camera System:** Mrs. Espinoza stated that there is no update on this agenda item.
31. **Administrator Evaluation:** Mrs. Espinoza requested this matter be placed on hold until the board can meet with her in-person to review her evaluation. The board supported this request; stating that her wage increase will take effect once the evaluation is reviewed with her.
32. **Next Meeting Date:** January 15, 2020 at 10AM.
33. **Adjourn:** Mr. Bontrager made the motion to adjourn the meeting at 11:26 AM; Mrs. Civile supported the motion, which passed by an all yea vote.

The meeting adjourned at 11:26 AM.

Shana Espinoza, RN, LNHA

Londa Knauff, Board Chair