

**PLEASANT VIEW SHIAWASSEE COUNTY MEDICAL CARE FACILITY
SHIAWASSEE COUNTY HEALTH AND HUMAN SERVICES BOARD MEETING MINUTES
JANUARY 15, 2021: ZOOM MEETING AT PLEASANT VIEW SHIAWASSEE COUNTY MEDICAL CARE
FACILITY**

Call to Order: Mrs. Knauff called the meeting to order at 10:15 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), 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:

- Mrs. Civile made the motion to approve the closed session minutes of the December 18, 2020 board meeting; Mr. Bontrager supported the motion, which passed by an all yeas vote.
- Mr. Bontrager made the motion to approve the minutes from the December 18, 2020 DHHS Board Meeting; Mrs. Civile supported the motion, which passed by an all yeas vote.

The meeting entered closed session at 10:16 AM

The meeting exited closed session at 10:28 AM

1. **Public Participation:** None.
2. **Conflict of Interest Disclosure Statement:** Mrs. Espinoza presented the annual document for the board to review and sign.
3. **Senate Bill 1108:** Mrs. Espinoza stated that the meetings were extended to allow remote participation through March 2021.
4. **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 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 and that we work with the positive POC result regardless of what the PCR result is. She stated that the current county positivity rate is 14%; if we drop to under 10%, we can decrease staff testing to once a week opposed to twice a week. Mrs. Espinoza stated that we continue to assess residents four times a day; staff is assessed twice a day.
 - **Staffing:** Mrs. Espinoza explained that the staff who has been working from home will return and begin working in the facility on 1/11/2021.
 - **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 14-weeks of supplies on hand. Mrs. Espinoza explained that we have obtained two more testing machines which

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means we can process more tests at a time. She further stated that we have a shipment of BinaxNow cards that we are using at times.

- **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.
 - **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 are waiting for an update on this agenda item. She further stated that it is unlikely that we will receive further funding on through the program.
 - **Infection Control Award:** Mrs. Espinoza stated Pleasant View SCMCF has received a total of \$293, 013 for our September and October infection control efforts. She stated that we expect to receive future funds to also be utilized for further infection control efforts.
 - **COVID Relief (CR) Application:** Mrs. Espinoza stated that we remain a COVID CR facility, stating that we are approved to retain COVID positive individuals as well as admit COVID positive individuals from the community. She stated that to date, we have admitted one COVID positive individual.
 - **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 stated that we successfully implemented the first round of vaccines to staff and residents. She explained that 108 vaccines were administered to staff while 88 vaccines were administered to residents. She stated that the second vaccine clinic is on 2/2/2021 and 2/3/2021; staff who did not get the vaccine the first time may do so at the second clinic.
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 continue to be a 5-star facility.
7. **Financial- Heroes Fund:** Mrs. Espinoza stated that the extra \$2/hour for direct care workers was extended until February 28, 2021. She stated that she would like to extend this for the indirect workers as well, with the board's support. She stated that the cost would be approximately \$66,478 for the indirect care workers. Mr. Bontrager made the motion to approve the \$2/hour pay increase for non-direct staff through February 28, 2021; Mrs. Civile supported the motion, which passed by an all yeas vote.
8. **Financial- Bed Purchase Opportunity:** Mrs. Espinoza explained that she and Mr. Long have a meeting set up on Monday to discuss this matter.

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9. **Financial- Reports related to COVID-19:** Mr. Alt presented a document with updates related to COVID and provided an explication of the information outlined in the document.
10. **Financial Report:** Mr. Alt presented the November 2020 unaudited financials. Mrs. Civile made the motion to approve the November 2020 unaudited financials; Mr. Bontrager supported the motion, which passed by an all yea vote.
11. **Financial- Financial Audit:** Mrs. Espinoza stated that the County chose Anderson, Tackman and Company for their audit services. She explained that Pleasant View will continue to be audited as a component unit of the County. Mrs. Garber explained that the current audit was completed and that she believes the new company will be great to work with. Mr. Bontrager requested the current audit clean-up to remain on the agenda with a continual update.
12. **Financial- Part B:** Mrs. Espinoza updated the board on the matter and explained that the reduction in rates was put on hold and was not implemented.
13. **Financial- Accounts Payable:** Mrs. Espinoza presented the check register for the pay periods of 11/28/2020-12/11/2020 and 12/12/2020-12/24/2020.
 - Mrs. Civile made the motion to approve payment of the check register dated 12/11/2020 in the amount of \$260,274.91; Mr. Bontrager supported the motion, which passed by an all yea vote.
 - Mrs. Civile made the motion to approve payment of the check register dated 12/24/2020 in the amount of \$583,781.22; 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 11/23/2020-12/06/2020 and 12/07/2020-12/20/2020. 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.
 - Mr. Bontrager made the motion to approve payroll from 11/23/2020-12/06/2020 in the amount of \$477,783.10; Mrs. Civile supported the motion, which passed an all yea vote.
 - Mrs. Civile made the motion to approve payroll from 12/07/2020-12/20/2020 in the amount of \$453,374.97; 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 higher number of admissions in December 2020 as compared to December 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- AR Reconciliation:** Mrs. Knieper presented an AR reconciliation form and gave an update on the progress.

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17. **Operations- Provider Services:** Mrs. Espinoza explained that Dr. Christy is our Medical Director as well as our Attending Physician. She stated that we also work with a company called Team Health, which provides the services of an NP 2-3 days per week to support Dr. Christy. Mrs. Espinoza discussed the advantages as well as the struggles in structure with working with Team Health. She stated that Dr. Christy was going to hire an NP to work under him when the agenda was finalized and sent to the board; however, there has been a change in the matter since. After discussion, she stated that we are proceeding as we have been, and there are no changes being made in the process currently. She stated that she will keep the board informed if changes are made.
18. **Operations- CRT Foundation:** Mrs. Espinoza stated that we were informed that MMRMA cannot provide insurance coverage for the CRT foundation because MMRMA is not able to do so for 501(c)3 foundations. She stated that we are working on obtaining quotes from companies that can provide coverage.
19. **CRT Bank Account:** This agenda item was tabled after discussion. The board requested we make sure this agreement will maintain when Huntington Bank buys TCF Bank.
20. **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 from different financial institutions. She stated that we will continue to update the board.
21. **Operations- State:** Mrs. Espinoza explained that we have 10 outstanding FRIs.
22. **Operations- Incident/Accident Data Report:** Mrs. Espinoza presented the comparison chart for resident incident/accidents for October 2020 through December 2020.
23. **Human Resources- Updated Policies:** Mrs. Espinoza presented the following updated policies and provided an explanation of each:
 - Coronavirus Policy
 - Moderna Standing Order Policy
 - PTO: Non-Union
24. **Physical Plant- Plant Operations Concerns List:** Mr. Smithingell presented a list outlining the Plant Operations concerns within the facility.
25. **Nursing- Quality Measure Report:** Mrs. DeLau presented the CASPER report and provided an update. Eden was also discussed; Mrs. Espinoza will begin adding Eden to the board agendas.
26. **Activities- Update:** Mrs. Conklin presented the list of activities for February 2021.

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27. **Dietary:** Mrs. Gokee stated that dietary is accommodating resident meal requests as well as implementing treats to keep their spirits high. She also stated that they are working on the spring/summer menus.
28. **Business Office- Identification of Credit Card Fraud:** Mrs. Espinoza explained that the Business Office identified that there were fraudulent charges made to the facility credit card on 12/30/2020. She stated that this was reported, and all fraudulent charges are being refunded. She explained that all eleven facility cards were replaced.
29. **Business Office- Collections:** Mrs. Espinoza stated that we identified that collections process needs review. She discussed the difficulties of working with the firm we currently use. She stated that she would like to begin discussions with the firm to express to them the struggles the facility has while working with them as well as explore other firms to work with. Mr. Bontrager stated that best practice would be to bid these services out every three years. Mrs. Espinoza stated that we are happy with the firm's guardianship services, amongst others.
30. **IT- Camera System:** Mrs. Espinoza stated that this matter is on hold until further notice and will update the board at a future meeting.
31. **Administrator Evaluation:** The board stated that this will occur at the April 2021 meeting.
32. **Next Meeting Date:** February 19, 2021 at 10AM.
33. **Adjourn:** Mr. Bontrager made the motion to adjourn the meeting at 11:40 AM; Mrs. Civile supported the motion, which passed by an all yea vote.

The meeting adjourned at 11:40 AM.

Shana Espinoza, RN, LNHA

Londa Knauff, Board Chair