

**PLEASANT VIEW SHIAWASSEE COUNTY MEDICAL CARE FACILITY
SHIAWASSEE COUNTY HEALTH AND HUMAN SERVICES BOARD MEETING MINUTES
FEBRUARY 19, 2021: ZOOM MEETING AT PLEASANT VIEW SHIAWASSEE COUNTY MEDICAL
CARE FACILITY**

Call to Order: Mrs. Knauff called the meeting to order at 10:17 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:

- Mr. Bontrager made the motion to approve the closed session minutes of the January 15, 2020 board meeting; Mrs. Civile supported the motion, which passed by consensus. Please note, Mrs. Knauff abstained from the vote.
- Mr. Bontrager made the motion to approve the minutes from the January 15, 2020 DHHS Board Meeting; Mrs. Civile supported the motion, which passed by consensus. Please note, Mrs. Knauff abstained from the vote.

The meeting entered closed session at 10:18 AM

The meeting exited closed session at 10:36AM

1. **Public Participation:** None.
2. **Pandemic- Update:** Matters pertaining to the pandemic were discussed as follows:
 - **COVID-19 Cases in the Facility:** Mrs. Espinoza explained that as of 2/8/2021, we are only required to test staff once per week per county positivity rates. She further explained that as of 2/9/2021, we have not identified any new COVID cases in staff or residents, which means we can move out of outbreak testing. She stated that we no longer need to test residents unless a new case is identified in either staff or residents. Mrs. Espinoza stated that since the beginning of the pandemic, we have identified 57 positive staff members and 47 positive residents total.
 - **Staffing:** Mrs. Espinoza explained that the staff who has been working from home are primarily working in the facility.
 - **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 11-weeks of supplies on hand if we test twice staff and residents twice per week or 23-weeks of supplies if we only test them once per week. Mrs. Espinoza explained that we have obtained two more testing machines which 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

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census. She stated that we continue to submit requests for reimbursement of our weekly testing. Lastly, Mrs. Espinoza discussed the \$2/per hour increase will potentially extend until September 2022. She stated that nothing is confirmed currently and will provide an update when it is available.

- **Expenses over \$5,000:** Mrs. Espinoza presented the COVID-19 expenses over \$5,000. Mrs. Knauff made the motion to approve the charges as written; Mr. Bontrager supported the motion, which passed by an all yeas vote.
 - **Infection Control Award:** Mrs. Espinoza stated Pleasant View SCMCF has received a total of \$293,013 total for our infection control efforts. She stated that she will notify the board if we receive future funds.
 - **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 three COVID positive individual.
 - **Visitors:** Mrs. Espinoza stated that we continue to only allow ADL and certain compassionate care visits based on CMS requirements.
 - **Outdoor Visits:** Mrs. Espinoza stated that we can now allow outdoor visitation while in a level E with the county and if we are not in outbreak testing; however, due to winter, we are assessing the feasibility of this.
 - **Vaccine Development:** Mrs. Espinoza stated that we successfully implemented the first and second series of the vaccine clinic. She stated that Walgreens will come to the facility once a month for any new hires, new admissions or current staff and residents who did not get the vaccine in the first round that want it. She stated that approximately 85% of our residents are vaccinated. She further stated that more people are becoming interested now that they have observed others doing so. It was discussed that symptoms seems to be more sever with the second shot in the series.
3. **Pleasant View Building- Marketing/PR Update:** Mrs. Baldwin gave an update.
 4. **Pleasant View Building- Star Rating:** Mrs. Espinoza stated that we continue to be a 5-star facility.
 5. **Financial- Bed Purchase Opportunity:** Mrs. Espinoza explained that she continues to pursue this opportunity with Memorial. She presented a document for review. She explained that the documents can be prepared as a promissory note, which is not enforceable in court or an official legally binding agreement that will likely involve a monetary exchange to ensure the guarantee is enforceable. The board stated that they are in support of Mrs. Espinoza pursuing the legally binding agreement with the monetary exchange and requested that she find the fee amount. Mrs. Espinoza stated she will provide updates as they are available.
 6. **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.
 7. **Financial- Reports Related to COVID-19:** Mr. Alt presented and provided an update.

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8. **Financial- CPE Settlement:** Mrs. Espinoza explained that Medicaid confirmed through the settlement process that the Facility will receive an \$891,534.24 CPE payment for the 2018 reporting year, which will be paid on the 3/25/2021 Medicaid remittance. She explained that upon further review of the settlement notice, some inconsistencies were identified that could lead to future settlements where Medicaid may take back a portion of this payment. She stated that due to the complexities in the CPE calculation, the Facility will retain cash reserves to address these potential future settlement amounts. She requested it to be noted that the 2020 estimate for CPE is still ongoing and will be factored into the overall assessment of reserves needed for future takebacks.

9. **Financial- OPEB Actuarial Valuation:** Mrs. Espinoza explained that the OPEB GASB accounting standards require an actuarial valuation report to be performed every 2-years; with an update to the valuation on the year in between. She stated that for 2020, we need actuary services on the retiree healthcare program (OPEB). She stated that the retiree healthcare coverage at the facility is provided through an OPEB plan, where the retiree picks up 100% of the cost of the employer health insurance offered; however, since they remain in the same risk pool as existing employees, there is inherent liability/cost associated with this plan, which generates the OPEB liability. She provided quotes from Milliman in the amount of \$9,000 and from Watkins Ross in the amount of \$5,600 for 2020 and \$1,800 for 2021. She explained that we have previously used Watkins and Ross and are recommending proceeding with them since they are familiar with us and because their quote was a lesser amount. Mrs., Knauff made the motion to approve the OPEB Actuarial Valuation for 2020 through Watkins Ross in the amount of \$5,600; Mr. Bontrager supported the motion, which passed by an all yea vote.

10. **Financial Report:** Mr. Alt presented the December 2020 unaudited financials. Mrs. Knauff made the motion to approve the December 2020 unaudited financials; Mr. Bontrager supported the motion, which passed by an all yea vote.

11. **Financial- 2019 County Audit:** Mr. Alt discussed the 2019 County audit as follows:
 - A segregation of duty issue was identified. The auditor assumed the individual making the deposit was the same individual recording deposits in the accounting system because no documentation was identified on the deposit slip. Further, this was identified as a repeat item. First, it should be noted this issue is not flagged as a required reporting item and is a suggestion. The identification of it being a repeat comment is confusing since this was not identified on the 2018 end of audit communication from the auditor. Further, it should be noted that proper segregation of duties was being maintained, it just was not being documented. Finally, it should be noted that upon receiving this communication, the Facility has implemented a policy to ensure deposit slips are initialed to ensure documentation of the segregation of duties is provided.
 - Finding 2019-005 in the Schedule of Findings and Questioned Costs references the Medical Care Facility as one of the opinion units the County did not reconcile balances with. This deficiency identified is in reference to pooled cash balances the Facility holds with the County. Internally, the Facility properly reconciles all bank accounts and provides reporting to the County. The deficiency

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would be tied to the County using the Facility reconciliations to ensure the County properly reports our balances. No changes are identified in the control environment at the Facility and the County has addressed this deficiency in their Corrective Action Plan. As of 12/31/2020, the County and Facility worked together to correct the issue and the County ended up matching up to the Facility records to ensure this deficiency is mitigated in the future.

Mr. Alt explained that the deficiency has been corrected and stated that it is not a repeat on our end. It was discussed that the 2020 audit will begin soon. Mr. Alt and Mrs. Knieper met with the auditor on 2/18/2021 to discuss.

12. **Financial- Accounts Payable:** Mrs. Espinoza presented the check register for the pay periods of 12/25/2020-01/08/2021, 01/09/2021-01/22/2021 and 01/23/2021-02/05/2021.
- Mr. Bontrager made the motion to approve payment of the check register dated 01/08/2021 in the amount of \$188,244.21; Mrs. Civile supported the motion, which passed by consensus. Please note, Mrs. Knauff abstained from the vote.
 - Mrs. Civile made the motion to approve payment of the check register dated 01/22/2021 in the amount of \$943,610.23; Mr. Bontrager supported the motion, which passed by consensus. Please note, Mrs. Knauff abstained from the vote.
 - Mrs. Civile made the motion to approve payment of the check register dated 02/05/2021 in the amount of \$291,954.89; Mr. Bontrager supported the motion, which passed by consensus. Please note, Mrs. Knauff abstained from the vote.
13. **Financial- Payroll:** Mrs. Espinoza presented the payroll summaries for the pay periods 12/21/2020-01/03/2021, 01/04/2021-01/17/2021 and 01/18/2021-01/31/2021. 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 12/21/2020-01/03/2021 in the amount of \$501,204.53; Mrs. Civile supported the motion, which passed by consensus. Please note, Mrs. Knauff abstained from the vote.
 - Mr. Bontrager made the motion to approve payroll from 01/04/2021-01/17/2021 in the amount of \$441,018.59; Mrs. Civile supported the motion, which passed by consensus. Please note, Mrs. Knauff abstained from the vote
 - Mr. Bontrager made the motion to approve payroll from 01/18/2021-01/31/2021 in the amount of \$438,275.04; Mrs. Civile supported the motion, which passed by consensus. Please note, Mrs. Knauff abstained from the vote. .
14. **Financial- Occupancy Data Comparison:** Mrs. Espinoza presented the Occupancy Data, which showed a higher number of admissions in January 2021 as compared to January 2020. She explained that there was a lower number of re-admissions and the same higher of discharges

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compared to 2020. She stated that the daily average census is lower as well; this is influenced by the pandemic.

15. **Financial- Community Relations Team (CRT) Funds Transfer:** Mrs. Espinoza stated that we transferred \$1,723.63 of CRT funds back into the operating funds; staff recognition expenses are not to be expensed through general operating funds.
16. **Financial- AR Reconciliation:** Mrs. Knieper presented an AR reconciliation form and gave an update on the progress.
17. **Financial- CRT Bank Account:** Mrs. Espinoza provided an update on the merger between TCF bank and Huntington bank as follows:
 - The merger is expected to legally close on June 1st.
 - It is expected that after September 1st, the system and signage will change. Online banking will switch to Huntington. Per our contact, this system is more advanced and will be an advantage.
 - The account numbers may change.
 - The account fees could change after 12 months. Currently there would be no monthly fees for the account.
 - The locations in Owosso and Corunna are expected to remain open.

After discussion, Mrs. Espinoza stated that we are recommending continuing with the selection of TCF, which will soon be Huntington bank, if the board is in support. Mrs. Knauff made the motion to approve opening an account with TCF bank/Huntington bank for the CRT Foundation; with the sole usage for the CRT Foundation, with updates given to the board regarding the account status; Mr. Bontrager supported the motion, which passed by an all yea vote. Mrs. Knauff made the motion to grant the Administrator authority to open the account and assign check signers; Mr. Bontrager supported the motion, which passed by an all yea vote.

18. **Operations- Training Platform:** Mrs. Espinoza explained that our current eLearning platform is provided through Relias Learning. She stated that our contract with them expires in May. Mrs. Espinoza further explained that we found another company named Healthcare Academy that provides the same services at a lesser cost. She stated that we paid Relias \$21,240 for 2020, while Healthcare Academy costs \$7,350/year for a 3-year contract. Mr. Bontrager made the motion to approve the services with Healthcare Academy for a 3-year contract in an amount not to exceed \$7,350/year; Mrs. Knauff supported the motion, which passed by an all yea vote.
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 from different financial institutions. She stated that we will continue to update the board.
20. **Operations- Legal Change:** Mrs. Espinoza explained that we have been working with attorney Peter Domas through Dickinson Wright and that Mr. Domas assists with contract reviews. She

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stated that he is leaving Dickinson Wright and started Health Law Connect, which is part of CND Law. She stated that his rate will be capped at \$310/hour; we currently pay \$382/hour. Mr. Bontrager made the motion to approve the contract as written with CND Health Law Connect; Mrs. Knauff supported the motion, which passed by an all yeas vote.

21. **Operations- State:** Mrs. Espinoza explained that we have 8 outstanding FRIs.
22. **Operations- Incident/Accident Data Report:** Mrs. Espinoza presented the comparison chart for resident incident/accidents for November 2020 through January 2021.
23. **Human Resources- 457 Nationwide Plans:** Mrs. Espinoza explained that the County is moving their 457 plans from Nationwide to Manner Wealth. She stated that Nationwide reached out with concerns about how this will impact our employees and the funds they have distributed to date. She stated that she reached out to the County and is waiting to hear back. Mrs. Garber stated that she will provide updates as they become available. Mrs. Espinoza stated that she has an attorney investigate Nationwide's claims that the employees will see an impact from this change. Mr. Alt also spoke briefly on the matter.
24. **Human Resources- Updated Policies:** Mrs. Espinoza presented the following updated policies and provided an explanation of each:
 - Coronavirus Policy
 - Workplace Bullying Policy
 - Management and On-Call/Bonus Pay
 - Cash Receipting
25. **Physical Plant- Consumers Demand Response Customer Agreement:** Mrs. Espinoza stated that Tenurgy, the company that audits our utility bills, is recommending we enroll in a program through Consumers Energy called Demand Response. She stated that the program is an agreement to respond/assist with emergency electric services outages and to support clean energy. She explained that we will receive data from them monitoring our energy usage. Mrs. Espinoza explained that we may be asked to run on generator power in an emergency event to conserve energy use. She stated that in the 8-year history of the program, there has not been an event called yet; however, if there were, we would be able to utilize the exercise to meet our requirements to perform an emergency drill. Furthermore, she stated that we are required to run load tests on our generator and if we utilized the generator for an event with Consumers it would count as one of the required load tests. Mrs. Espinoza recommended enrolling in the program for the three-year contract; it is estimated that we will receive an annual credit of approximately \$9,100 for participating in the program. She explained that the credit is applied even if no event is called. The vote on this matter was tabled until we get clarification on how Consumers defines an emergency event.

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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 March 2021.
29. **Dietary**: Mrs. Gokee provided an update as follows:
- February, we served frosted Valentines cookies for the residents at beverage cart time.
 - Per resident request at resident council meeting for more Chinese dishes. We served some in Lola's Diner! (Beef pepper steak over rice and beef n' broccoli over rice).
 - On 2/9, we made homemade caramel corn for residents and staff.
 - At the resident council meeting this week we discussed St. Patrick's Day theme meal and residents agreed to have corn beef and cabbage boiled dinner for lunch and Reuben's to be served in the diner on that day.
 - Shamrock shakes in were served in Activities
30. **Business Office- Collections**: Mrs. Espinoza stated that we began the process of reviewing collections opportunities with our current law firm, as well as with others. She stated that we are looking at the written policies in place as we do our reviews.
31. **IT- Camera System**: Mrs. Espinoza explained that as discussed in previous meetings, Pleasant View needs a camera system upgrade. She stated that after reviewing multiple companies, we are recommending the Synology system through Common Angle in the amount of \$97,725.89. Mrs. Espinoza explained that Common Angle provides our current IT support and stated that they are very responsive. She stated that there is more control of managing the server with Synology as well as faster download time. She also explained that this is a similar system to what staff is used to working with. She lastly stated that this item was not included in our 2021 budget, so we will utilize capital expense funds. Mrs. Knauff made the motion to approve the camera system with Synology (Common Angle) in the amount of \$97,725.89; Mr. Bontrager supported the motion, which passed by an all yea vote.
32. **Eden**: Ms. Edwards presented on this agenda item.
33. **Next Meeting Date**: February 19, 2021 at 10AM.
34. **Adjourn**: Mr. Bontrager made the motion to adjourn the meeting at 12:30 AM; Mrs. Civile supported the motion, which passed by an all yea vote.

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The meeting adjourned at 12:30 AM.

Shana Espinoza, RN, LNHA

Londa Knauff, Board Chair