

**PLEASANT VIEW SHIAWASSEE COUNTY MEDICAL CARE FACILITY  
SHIAWASSEE COUNTY HEALTH AND HUMAN SERVICES BOARD MEETING MINUTES  
APRIL 16, 2021: CORUNNA COMMUNITY CENTER**

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

**In attendance:** 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 (Marketing and 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 first closed session minutes of the March 19, 2021 DHHS Board Meeting; Mrs. Civile supported the motion, which passed by an all yeas vote.
- Mrs. Civile made the motion to approve the second closed session minutes of the March 19, 2021 DHHS 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 March 19, 2021 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 began testing employees and residents twice a week on 4/6/2021, after the county positivity rate increased above 10%. She explained that since the cases are in more than one area of the facility, we had to restrict visitations until no more cases are identified for 14-days. She stated that since the beginning of the pandemic, we have identified 65 staff and 48 residents who tested positive for COVID-19. She also stated that we have seen new cases in staff and residents since the last meeting. She reported that the individuals who tested positive are not showing many symptoms and that we are not seeing a spread throughout the facility. Mrs. Espinoza discussed a special circumstance where a resident who is fully vaccinated and had tested positive prior to the vaccine was sent to the hospital for an unrelated matter. She explained that the resident tested positive at the hospital but tested negative when she returned to the facility. Mrs. Espinoza stated that we are working with MDHHS for clarification on how to report this. She lastly stated that the resident was monitored and is doing well.
- **Rapid Testing Machine:** Mrs. Espinoza stated that we continue to use our POC machine for most of our testing. She explained that we have 11.5-weeks of BinaxNOW cards on hand and stated that we must transition to this method of testing because reimbursements are changing; we will only be reimbursed for test collections. She stated that this is because the government is sending us the BinaxNOW cards for free.

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She stated that we have begun transitioning to use these for most of our testing needs. She stated that we have 11-weeks of Sophia tests on hand as well.

- **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 receive reimbursement for direct care staff after the extension and increase of the extra \$2/hour, which was increased to \$2.25/hour. Mrs. Espinoza stated that we also continue to submit requests for testing reimbursement. She also presented a new “COVID Financial Summary” document that will be provided monthly to show relief funding received against the annual expenses incurred and what remaining relief we have available for the future.
  - **COVID Relief (CR) Application:** Mrs. Espinoza stated that we remain a 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 four COVID positive individuals. She explained that we admitted one resident who tested positive after they were admitted; however, they tested negative within the 14-days, so this was not included in the count.
  - **Visitors:** Mrs. Espinoza explained that our ADL and certain compassionate care visits are ongoing. She stated that the focus continues to be on outbreaks per “unit” versus the entire facility. She stated that prior to the identification of cases in more than two areas of the facility, we were implementing visits in town square, which were going well. She lastly explained that we will resume visitation once we have gone 14-days with no new cases.
  - **Vaccine Development:** Mrs. Espinoza stated that we have continued working with Memorial for ongoing vaccine needs as well as continuing to work with the health department to compile volunteers to help with the vaccine clinics.
  - **Quarantine:** Mrs. Espinoza discussed the changes to the rules for this line item. She stated that residents who are newly admitted and are fully vaccinated, with no symptoms are not required to quarantine. She stated that residents who leave the facility for less than 24-hours are not required to quarantine. She explained that if residents leave for more than 24-hours, we must do an assessment and make decisions on a case-by-case basis. She lastly stated that if residents go to the hospital for more than 24-hours, they must quarantine. She explained that the difference in rules is causing confusion with families.
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 presented a document from Memorial for the land purchase opportunity with added commentary. She stated that the document has not been finalized yet. Mrs. Knauff requested clarification on the portion that states we have 90-days to execute the agreement.
  6. **Financial- Financial Report:** Mr. Alt presented two letters related to COVID-19 financial information.



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7. **Financial Report:** Mr. Alt presented the February 2021 unaudited financials. Mr. Bontrager made the motion to approve the February 2021 unaudited financials; Mrs. Civile supported the motion, which passed by an all yeas vote.
8. **Financial- 2020 County Financial Audit:** Mrs. Espinoza stated that the 2020 financial audit for the County is ongoing. She explained that we have submitted all the materials that have been requested from us and that we are currently awaiting further instruction.
9. **Financial- Accounts Payable:** Mrs. Espinoza presented the check register for the pay periods of 03/06/2021-03/19/2021 and 03/20/2021-04/02/2021.
  - Mrs. Civile made the motion to approve payment of the check register dated 03/19/2021 in the amount of \$663,721.86; Mr. Bontrager supported the motion, which passed by an all yeas vote.
  - Mr. Bontrager made the motion to approve payment of the check register dated 04/02/2021 in the amount of \$208,183.99; Mrs. Civile supported the motion, which passed by an all yeas vote.
10. **Financial- Payroll:** Mrs. Espinoza presented the payroll summaries for the pay periods 03/01/2021-03/14/2021 and 03/15/2021-03/28/2021. Mrs. Lamb also presented the payroll comparison for 2020 vs. 2021 and the breakdown of the \$2/hour increase for the direct and indirect employees.
  - Mr. Bontrager made the motion to approve payroll from 03/01/2021-03/14/2021 in the amount of \$452,586.46; Mrs. Civile supported the motion, which passed by an all yeas vote.
  - Mrs. Civile made the motion to approve payroll from 03/15/2021-03/28/2021 in the amount of \$434,339.27; 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 higher number of admissions in March 2021 as compared to March 2020. She explained that there was a lower number of re-admissions and a higher number of discharges compared to 2020. She stated that the daily average census was lower in 2020; this is influenced by the pandemic.
12. **Financial- Community Relations Team (CRT):** Mrs. Espinoza stated that insurance options are still being explored. She stated that updates will occur at future board meetings.
13. **Financial- AR Reconciliation:** Mrs. Knieper presented an AR reconciliation form and gave an update on the progress.
14. **Operations- Medicaid Outstation Worker:** Mrs. Espinoza stated that we expect to receive the renewal contract for this line item in July. She stated that we paid \$66,700 for 2021. She stated that the renewal rate is set at \$68,050 and explained that the higher cost is due to a 2% wage and benefit increase. She stated that the current contract expires on 9/30/2021 and that we are

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expecting to receive the renewal contract in July. Mr. Bontrager made the motion to approve re-signing the Medicaid outstation worker contract, provided no concerns with the written agreement upon receipt; Mrs. Civile supported the motion, which passed by an all yeas vote.

15. **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.
16. **Operations- State:** Mrs. Espinoza explained that we have 11 outstanding FRIs.
17. **Operations- Updated Policies:** Mrs. Espinoza presented the following updated policies and provided an explanation of each:
  - Coronavirus Policy
  - Collections Policy
18. **Operations- Incident/Accident Data Report:** Mrs. DeLau presented the comparison chart for resident incident/accidents for January 2021 through March 2021.
19. **Human Resources- COBRA Changes:** Mrs. Espinoza and Mrs. Lamb explained that the American Rescue Plan Act (ARPA) signed into law on March 11, 2021, requires employers to provide free COBRA coverage to employees, as well as their family members, who qualify due to an involuntary termination of employment or reduction in hours. They stated that employers are required to offer free COBRA coverage between 4/1/2021-9/30/2021. They further stated that approximately 9 employees would receive this coverage so long as they return their paperwork. Mrs. Espinoza to provide updates as they are available.
20. **Human Resources- 457 Nationwide Plans:** Mrs. Espinoza stated that the plan adoption agreement was signed for our group and that we are awaiting further instruction and details regarding the impact to employees.
21. **Physical Plant- Plant Operations Concerns List:** Mr. Smithingell presented a list outlining the Plant Operations concerns within the facility.
22. **Nursing- Quality Measure Report:** Mrs. DeLau presented the CASPER report and provided an update.
23. **Activities- Update:** Mrs. Conklin presented the list of activities for May 2021.
24. **Dietary:** Mrs. Gokee provided an update.
25. **Central Supply:** Mrs. Woodruff provided an update.

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26. **Eden:** Mrs. Espinoza stated that we completed our 6-hour communication training on 4/14/2021 and explained that we continue daily efforts to work on the culture.

**The meeting entered closed session at 11:21 AM**

**The meeting exited closed session at 11:33 AM**

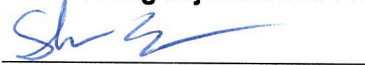
**The meeting entered the second closed session at 11:33 AM**

**The meeting exited closed session at 11:46 AM**

27. **Next Meeting Date:** May 21, 2021 at 10AM.

28. **Adjourn:** Mr. Bontrager made the motion to adjourn the meeting at 11:48 AM; Mrs. Civile supported the motion, which passed by an all yeas vote.

**The meeting adjourned at 11:48 AM.**



Shana Espinoza, RN, LNHA



Londa Knauff, Board Chair

