

Pleasant View Shiawassee County Medical Care Facility
Shiawassee County Health and Human Services Board Meeting Minutes
October 15, 2021: Corunna Community Center

Call to Order: Mrs. Knauff call 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) Marque Wenzlick (Administrative Assistant to the Administrator) , Sandy Lamb (Human Resource Manager), Theresa DeLau (Director of Nursing), Kelly Knieper (Business Office Manager), Cindy Garber (Shiawassee County Board of Commissioner), Rachel Baldwin (Marketing/Admissions Manager), Amy Conklin (Lifer enrichment Director), Cheri Gokee (Dietary Manager), Mike Miller (IT), Talenna Ackels (Infection Control/ADON) and Phil Alt (Contracted CFO) via phone.

- 1. Employee Spotlight:** Rachel Baldwin presented employee spotlights. Kristin Warton was unable to attend and Mrs. Baldwin presented. Teri Burtis was the second employee spotlight who was present and shared her story.

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 meeting minutes of the September 17th, 2021 DHHS Board Meeting, Mr. Bontrager supported the motion, which passed by an all yea vote.

-Mr. Bontrager made the motion to approve the closed session meeting minutes of the September 17th, 2021 board meeting, Mrs. Civile supported the motion, which passed by an all yea vote.

- 2. Public Participation:** None

- 3. Closed Session:**

- Mr. Bontrager made a motion for the board members to meet in closed session, Mrs. Civile supported the motion, which passed by an all yea vote.
- Returned to open session

- 4. Pandemic- Update:** Matters pertaining to the pandemic were discussed as follows:

- **COVID 19 cases in the facility:** Mrs. Espinoza presented and stated we continue to have positive cases in the staff since 10/5/2021, no residents have been tested positive at this time. We had to stop visits except for compassionate and hospice and will continue to do outdoor visits. We still test twice weekly to all staff regardless of vaccination status. We still use BinaxNOW cards as our primary source of testing.
- **Financials:** Mrs. Espinoza stated our costs for are still being tracked even though the activity has declined. Also the direct care worker wage did increase to \$2.35

and was extended to 9/30/2022. We continue to submit request for testing reimbursement.

- **COVID Relief (CR) Application:** Mrs. Espinoza mentioned this had to be reapplied for to keep our CR status active and that this application has been submitted.
 - **Visitors:** Mrs. Espinoza states this is only for compassionate care and hospice visits due to outbreak.
 - **Vaccine Development:** Mrs. Espinoza explained we are still working the health department on vaccination needs.
 - **PPE:** Mrs. Espinoza states we are still performing N95 fit testing and regular masks are still worn by all staff.
 - **CMS:** Mrs. Espinoza explained that it has been published that a mandatory vaccine requirement is being assembled through CMS. Details were expected mid- October. As of right now approximately 62% of our staff is vaccinated and will continue to educate staff as well.
 - **Booster dose:** Mrs. Espinoza stated that booster doses have been administered for certain immunocompromised residents. There is a expected approval for all people to be eligible soon.
5. **Marketing/PR/Admissions:** Mrs. Baldwin presented an update that included CRT upcoming plans and Christmas plans at Pleasant View. Discussion also occurred on employee, resident, and family survey results.
6. **Star rating with CMS:** Mrs. Espinoza updated everyone we still continue to be a five star facility.
7. **Retention Credit:** Mrs. Espinoza explained there is no movement and will continue to monitor. If any updates it will be presented at futures meetings.
8. **Provider relief funds:** Mr. Alt stated HHS is set to distribute \$25.5 billion through Phase 4. Application has been submitted and the deadline is 10/26/21. The amount of potential payments will depend in large part on the number of applicants.
9. **Reports related to COVID-19:** Report was available for review.
10. **Financial Report:** Mr. Alt presented the unaudited August 2021 financial statements, including a balance sheet, income statement and month end recap.
- Mrs. Civile made motion to approve the unaudited August 2021 Financials, Mr. Bontrager supported the motion, which passed by an all yea vote.
11. **Pleasant View Financial Audit (County Audit):** Mrs. Knieper states that discussions have begun and RFP's distributed regarding an individual audit for Pleasant View financial statements for the year ending in 12/31/2021.
12. **Financial Accounts Payable:** Mrs. Espinoza presented the check registers for the pay period dated 9/4/21-9/17/21 and 9/18/21-10/1/21.
- Mrs. Civile made the motion to approve payment of check register date of 9/17/21 in the amount of \$309,586.14 and Mr. Bontrager support, which passed by an all yea vote.

- Mr. Bontrager made the motion to approve payment of check register dated 10/1/21 in the amount of \$353,926.16, Mrs. Civile supported the motion, which passed by an all yea vote.
- 13. Payroll:** Mrs. Espinoza presented the payroll summaries for pay periods dated 8/30/21 to 9/12/21 and 9/13/21 to 9/26/21. Also the breakdown for the \$2.25/hour increase for direct care employees
- Mr. Bontrager made motion to approve payroll summaries for the dates of 8/30/21-9/12/21 in the amount of \$430,761.47, Mrs. Civile supported the motion, which passed by an all yea vote.
 - Mrs. Civile made motion to approve payroll summaries for the dated 9/13/21-9/26/21 in the amount of \$404,002.83, Mr. Bontrager supported the motion, which passed by an all yea vote.
- 14. Occupancy data comparison:** Mrs. Espinoza presented the graph from 9/2020 to 9/2021, which daily census is higher than 2020, but this also there is a higher number if discharges when compared to 2020.
- 15. Write Offs:** Mrs. Espinoza states there are no write offs for this month
- 16. Write offs less than \$500:** Mrs. Espinoza mentioned there are no write offs less than \$500 to present for this month.
- 17. AR Reconciliation:** Mrs. Knieper presented the AR reconciliation form and also how auto claims will be billed differently.
- 18. Community Relations Team Funds transfer:** Mrs. Espinoza presented the expenses for June through August. Total amount was \$620.42.
- 19. Memorial Testing Supplies:** Mrs. Espinoza stated that on 9/21/21 we received a request from Memorial Healthcare to assist with supplying any rapid testing supplies as they were in dire need at the time. It was discussed that we recently bought Sophia testing supplies that were never used or reimbursed by the government, so Memorial was supplied with 1500 Sophia test with a machine (which was requested back when no longer needed). They will be reimbursing the facility the \$34,500 we paid (\$23/test). Also we will be purchasing more as a back up supply again.
- 20. Operations- State:** Mrs. Espinoza states we are working on a plan of correction for two citations from the survey exit date of 9/1/21. Also on 10/7/21 Mrs. DeLau discussed the IDR presentation which we are currently waiting on results.
- 21. Community Relations Team:** Mrs. Espinoza presented a legal opinion as requested regarding the status with CRT. No further movement needed on this. The opinion letter is on file as a matter of record.
- 22. Denial of Payment (DNP) :** Mrs. Espinoza states as of October 2, 2021 our facility entered into a denial of payment per the letter from LARA. It was discussed we have completed a plan of correction for the citations. Also reviewed the letter handed out to the new admissions.
- 23. Updated policies:** Mrs. Espinoza mentioned that the Coronavirus policy is continuously being revised , also it is live on our website.
- 24. Updated contracts:** Mrs. Espinoza states there are none at this time.
- 25. Incident/Accident Report data:** Mrs. Delau presented incident and accident reports from 7/2021 through September 2021.

- 26. Nationwide plans:** Mrs. Espinoza presented that the county has chosen to move forward with the 457 plans to Maner Wealth (Bluestar Retirement) and the transition is complete. Discussions have begun with the team at Bluestar and to transition the plans to MERS and legal is assisting with necessary steps.
- 27. Direct care worker wage:** Mrs. Espinoza presented the direct care worker wage was increased to \$2.35/hr and was made official by the Governor and we will continue to get reimbursement for the wages paid to direct care workers.
- 28. Performance and Wage Evaluation:** Mrs. Espinoza along with Mrs. Lamb will be taking the lead with updating evaluations this year. They will also review if all wages are fair and consistent and if it is comparable to other jobs in the wage scale.
- 29. BCBS Update:** Mrs. Espinoza presented the update for BCBS with cost breakdown showing the overall rate for all plans in -.70%.
- Mrs. Civile made the motion to approve the Blue Cross Health insurance costs as presented, Mr. Bontrager supported motion, which passed by an all yea vote.
- 30. Delta Dental:** Mrs. Espinoza presented there is a price increase of 14.40%. No changes were made to the plan.
- Mr. Bontrager made motion to approve the Delta Dental costs as presented, Mrs. Civile supported the motion, which passed an all yea vote.
- 31. Mutual of Omaha-** Mrs. Espinoza presented with the price breakdown which there was no price increase and our representative is working on bringing our cost down.
- Mrs. Civile made the motion to approve the Mutual of Omaha plans and currently in place, Mr. Bontrager supported the motion, which passed an all yea vote.
- 31. 80/20 Insurance Option:** Mrs. Espinoza presented that the facility historically selected the 80/20 option since this requirement set.
- Mr. Bontrager made the motion to approve to adopt the 80/20 sharing option for year 2022, Mrs. Civile supported the motion, which passed by an all yea vote.
- 32. Union Negotiations:** Mrs. Espinoza presented that the Union negotiations are complete for the general unit (AFSCME Council 25) and reviewed the tentative agreement. The Union passed the TA with a vote on October 13, 2021. Due diligence of the review of the agreements was performed in closed session.
- Mr. Bontrager made motion to approve to ratify the contract as written for AFSCME Council 25, Mrs. Civile supported motion, which passed by an all yea vote.
- 33. Plant Operations/ OSHA:** Mr. Smithingell presented with how the educational tour with OSHA went. The tour was 9/23/2021 and was well received.
- 34. Plant concerns:** Mr. Smithingell reviewed a list of needs and completed tasks.
- 35. Nursing/Quality Measure report:** Mrs. Delau presented the CASPER report with an update.
- 36. Activities:** Mrs. Conklin presented a list of activities that are planned for the month of November 2021.

37. Dietary: Mrs. Gokee provided a general update for the month of October and what was planned the remainder of the month as well.

38. Business Office/Collections Agency: Mrs. Knieper presented that a review of options was complete for different collection agencies including UCB, Universal Credit Services and Congress Collection Agency. Review occurred of the rate summaries.

- Mr. Bontrager made the motion to approve collections service with UCB following legal review, Mrs. Civile supported the motion, which passed by an all yeas vote.

39. Medicaid Outstating Worker report: Mrs. Knieper presented the matter with an attached quarterly report.

40. Central Supply: Mrs. Espinoza provided a general update.

41. IT: Mr. Miller- No report at this time.

42. Eden: Mrs. Espinoza stated we continue our daily efforts to work on the culture. We also have completed two trainings in September and we will be starting warmth surveys soon.

43. Closed session: Mr. Bontrager made the motion to meet in closed session, Mrs. Civile supported the motion, which passed an all yeas vote.

-The meeting entered closed session at 11:43 AM

-The meeting exited closed session at 11:48 AM

44. Next meeting date: November 19, 2021 at 10:00 AM

45. Adjourn: Mr. Bontrager made motion to adjourn the meeting, Mrs. Civile supported the motion which passed by the consensus.

The meeting adjourned at 11:50 AM