

**Pleasant View Shiawassee County Medical Care Facility
Shiawassee County Health and Human Services Board Meeting Minutes
November 19, 2021**

Call to Order: Mrs. Knauff call the meeting to order at 10:10 am. The following were 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) via phone. Kelly Knieper (Business Office Manager), Cindy Garber (Shiawassee County Board of Commissioner), Amy Conklin (Lifer enrichment Director), Cheri Gokee (Dietary Manager), David Skuczas (IT), Talenna Ackels (Infection Control/ADON) and Phil Alt (Contracted CFO) via phone.

- 1. Employee Spotlight:** Will review next month.

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 meeting minutes of the October 15, 2021 DHHS Board Meeting, Mrs. Civile supported the motion, which passed by an all yeas vote.

-Mrs. Civile made the motion to approve the first closed session meeting minutes of the October 15, 2021 board meeting, Mr. Bontrager supported the motion, which passed by an all yeas vote.

-Mr. Bontrager made the motion to approved the second closed session meeting minutes of the October 15, 2021 board meeting.

- 2. Public Participation:** None

- 3. 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 11/15/2021, no residents have been tested positive at this time. We still test twice weekly to all staff regardless of vaccination status as right now. We still use BinaxNOW cards as our primary source of testing. There has been a new vaccine development.

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 the virtual survey occurred this morning and we await final approval.

Visitors: Mrs. Espinoza explained that it has been published that a mandatory vaccine requirement is being assembled through CMS. As of right now approximately 67% of our staff is vaccinated and will continue to educate staff as well. Encourage to band together with the health department as well on the new development of allowing visitors in our facility.

Vaccine Development: Mrs. Espinoza presented an update on our current vaccination rate which is 67%. Currently we have put together an exemption committee to determine eligibility for vaccine. Also certain criteria must be met. Exemption form and policy was also approved by our legal

team. We also have a plan in place if we do a staffing concern. Also Mrs. Espinoza explained we are still working the health department on vaccination needs.

4. **Marketing/PR/Admissions:** Mrs. Espinoza presented that from Nov 1-10th we've had 7 admissions, 4 discharges, 2 deaths and 1 readmit and our census is steady and currently is at 129. We may freeze admissions and lower our census if we do have a staffing crisis in the future. We are trying to adhere to the rules to the best of our ability but in the end the most important thing is the welfare of our residents. CRT has started decorating the facility, and we had a press release asking for donations from the community. We have also started our "Be Kind" project for this month. CRT also donated funds to the American Cancer Society from our Breast Cancer Awareness fundraiser.
5. **Star rating with CMS:** Mrs. Espinoza updated everyone we still continue to be a five star facility.
6. **MMRMS Renewal:** Mrs. Espinoza presented the MMRMA contract who we utilize for our insurance needs and presented was our new rates for 2022.
 - Mr. Bontrager made motion to approve MMRMS renewal for 2022 rates in the amount of \$123,971, Mrs. Civile supported the motion, which passed by an all yeas vote.
7. **Budget for 2022:** Will be presented at the December board meeting.
8. **Retention Credit:** Mr. Alt presented some key components of the retention credit and recommend we apply before the end of the year.
 - Mr. Bontrager made motion to apply for retention credit before the end of year, Mrs. Civile supported motion, which passed by an all yeas vote.
9. **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 of number of applicants. Rural distributions are expected in late November, and general would be released in December.
 - Mr. Bontrager made motion to apply for the retention credit, Mrs. Civile supported the motion which passed by an all yeas vote.
10. **Reports related to COVID-19:** There was no new report this month.
11. **Financial Report:** Mr. Alt presented the unaudited September 2021 financial statements, including a balance sheet, income statement and month end recap.
 - Mr. Bontrager made the motion to approve the unaudited September 2021 financials, Mrs. Civile supported motion, which passed by an all yeas vote.
12. **Pleasant View Financial Audit (County Audit):** Mr. Alt 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. The board reviewed and discussed that it would be appropriate to ask for a written response for an expert recommendation. This should include Pros and Cons and the difference between the companies. Will have further discussion regarding this topic at the December meeting.
13. **Accounts Payable:** Mrs. Espinoza presented the check registers for the pay period dated 10/2/2021-10/15/2021 and 10/16/2021-10/29/2021 and last 10/30/2021-11/12/2021.
 - Mrs. Civile made the motion to approve payment of check register date of 10/15/2021 in the amount of \$606,263.70 and Mr. Bontrager support, which passed by an all yeas vote.

-Mrs. Civile made the motion to approve payment of check register dated 10/29/2021 in the amount of \$360,135.77, Mr. Bontrager supported the motion, which passed by an all yeas vote.

-Mr. Bontrager made motion to approved payment of check register date of 11/12/2021 in the amount of \$286,449.03. Mrs. Civile supported motion, which passed by an all yeas vote.

14. Payroll: Mrs. Espinoza presented the payroll summaries for pay periods dated 9/27/2021-10/10/2021 and 10/11/2021-10/24/2021. 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 9/27/2021-10/10/2021 in the amount of \$397,709.59, Mrs. Civile supported the motion, which passed by an all yeas vote.

-Mrs. Civile made motion to approve payroll summaries for the dated 10/11/2021-10/24/2021 in the amount of \$399,906.54, Mr. Bontrager supported the motion, which passed by an all yeas vote.

15. Occupancy data comparison: Mrs. Espinoza presented the graph from 10/2020 to 10/2021, which daily census is higher than 2020, but this also there is a higher number if discharges when compared to 2020.

16. Write Offs: Mrs. Knieper presented the two write-offs for this month. The first write-off is for the date of October 2020 in the amount of \$1,470.00 and the other from dates 5/5/21-7/26/2021 for the amount of \$30,340.00.

- Mr. Bontrager made motion to approve the write offs as written, Mrs. Civile supported the motion, which passed by an all yeas vote.

17. Write offs less than \$500: There are no write offs under \$500 this month.

18. AR Reconciliation: Mrs. Knieper presented the AR reconciliation form

19. Concept Rehab: Mrs. Espinoza presented the proposed contract addendum for our therapy services. They are proposing a flat rate instead of a percentage. Axis has reviewed as well. Discussion occurred regarding duration of contract.

- Mrs. Civile made motion to approve contract addendum for Concept rehab as written. Mr. Bontrager supported motion, which passed by an all yeas vote.

20. State: 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. On October 7th we did have a IDR conference call, we were told there was a mix up and results were not released. We did had a survey revisit on 11/9/21 and we are cleared back to 10/1/2021.

21. 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. On 11/9/2021 the state cleared our citation back to 10/1/2021. DNP will not be official so no money was lost. Mrs. Espinoza states we did get the IDR results last night and we won one and lost one of the citations.

22. Updated policies: Mrs. Espinoza mentioned that the Coronavirus policy is continuously being revised , also it is live on our website. In addition to Resident and Computer workshops and COVID 19- Vaccine Policy and Exemption request forms.

23. Updated contracts: Mrs. Espinoza states we have two separate contracts, the Memorial Hospice (amended agreement) was set to expire legal is assisting with finalizing then we will sign. Rolf Consulting gave us our yearly notice of the fee schedule which fees have not increased. Mr. Bontrager recessed himself for the Memorial contract due to conflict of interest.

- 24. Incident/Accident Report data:** Mrs. Delau presented incident and accident reports from August 2021 through October 2021.
- 25. 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.
- Mr. Bontrager made motion to approve the separation of the 457 plans from the County plan and into MERS, Mrs. Civile supported motion, which passed by an all yeas vote.
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- 26. HR Temporary Part-time Position:** Mrs. Lamb presented that we will be looking for a part time HR position due to another employee going on maternity leave who does majority of the scheduling.
- 27. 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.
- 28. Longevity Pay:** Mrs. Espinoza presented that the Union negotiations are complete for the 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.
- Mrs. Civile made motion to approve both longevity pay scales as written, Mr. Bontrager supported the motion, which passed by an all yeas vote.
- 29. Plant Operations Concerns list:** Mr. Smithingill presented all concerns and plans for the month of November, including the recent water sample collection and testing. Also welcoming a new team member to the maintenance staff as of November 15, 2021.
- 30. Quality Measure Report:** Mrs. Delau presented the latest CASPER report, no many changes since prior report.
- 31. Planned Activities:** Mrs. Conklin presented a list of activities planned for December 2021, pending pandemic.
- 32. Dietary:** Mrs. Gokee was pleased to announce the arrival of the new mixer that was ordered. We will be looking to donate the older mixer. Also presented the latest happenings and meals planned through out November.
- 33. Business Office:** Mrs. Knieper states there is no change and previously discussed other matters earlier in the meeting.
- 34. Central Supply:** Mrs. Woodruff presented a new staff member joined the CS team and is oriented and doing well! Also just completed a CPAP audit and also an inservice was done on Hoyer slings as well. Along with COVID 19, we are currently stocked and making sure needs are met for our staff for all PPE material and testing.
- 35. IT:** Mr. Skucz as informed us we did have suspicious activity detected by SIEM on the email server. Common Angle made a new email server for us, this review and process can take months. The SIEM system worked well to detect the problem quickly and efficiently.
- 36. Eden:** Mrs. Espinoza presented our status of Eden and we will be moving forward with our Warmth Surveys by the end of January 2022.
- 37. 2022 Board meeting schedule:** Mrs. Espinoza presented the proposed schedule for the 2022 DHHS board meeting, location is yet to be determined.
- 38. Closed Session:** Mr. Bontrager made motion to meet in closed session, Mrs. Civile supported the motion, which passed by an yeas vote.

- **The meeting entered the 1st closed session at 11:27am.**
 - **The meeting exited the 1st closed session at 11:37 am.**
- 39. Closed session:** Mrs. Civile made motion to re-enter in closed session, Mr. Bontrager supported the motion, which passed by an all yea vote.
- **The meeting re-entered for 2nd closed session at 11:38am**
 - **The meeting exited the 2nd closed session at 11:55am.**
- 40. Next Meeting date:** December 17, 2021 at 10:00 am
- 41. Adjourn:** Mr. Bontrager made motion to adjourn the meeting, Mrs. Civile supported the motion, which passed by the consensus.

The meeting adjourned at 11:58am.

X *Londa Krauff*
12/17/2021
