

**Pleasant View Shiawassee County Medical Care Facility
Shiawassee County Health and Human Services Board Meeting Minutes
December 17, 2021**

Call to Order: Mrs. Knauff call the meeting to order at 10:00 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), Kelly Knieper (Business Office Manager), Cindy Garber (Shiawassee County Board of Commissioner), Amy Conklin (Lifer enrichment Director), Cheri Gokee (Dietary Manager), Tabitha Woodruff (Central Supply Manager) David Skucz as (IT), Talenna Ackels (Infection Control/ADON) and Phil Alt (Contracted CFO).

1. **Employee Spotlight:** Employee not present, will review next month.
2. **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 November 19, 2021 DHHS Board Meeting, Mr. Bontrager supported the motion, which passed by an all ye a vote.

-Mr. Bontrager made the motion to approve the first closed session meeting minutes of the November 19, 2021 board meeting, Mr. Bontrager supported the motion, which passed by an all ye a vote.

-Mrs. Civile made the motion to approve the second closed session meeting minutes of the November 19, 2021 board meeting. Mr. Bontrager supported the motion, which passed by an all ye a vote.

3. **Public Participation:** None

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 with the last being 12/16/2021. No residents have tested positive at this time. We still test twice weekly for all staff regardless of vaccination status as right now. 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 and continues to be tracked. 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 already occurred and we were approved for Tier 2 at this time.

Visitors: Mrs. Espinoza explained CMS announced on 11/12/21 that visitors must be allowed in the facility. Infectious control standards still need to be implemented. No one has been denied a visit with support from our local health department. We continue to monitor closely. The Health Department agreed with continuing scheduled appointments and following health department directives.

Vaccine Development: Mrs. Espinoza presented an update that the vaccine mandate hold has been lifted but the courts are still reviewing. Also CMS has not reimplemented the mandate and is likely waiting on the courts.

5. **Marketing/PR/Admissions:** Mrs. Baldwin presented we continue to assess our census vs our staffing ability. Current census is 123. We have also been working with Memorial to help supply a place to go for COVID cases in our community. CRT has completed our first full month of the "Be Kind Project", part of December, the theme is "Believe in Yourself". This includes an autograph board for employees, Hot cocoa bar and Goodie bags will be handed out around Christmas.
6. **Star rating with CMS:** Mrs. Espinoza updated everyone we still continue to be a five star facility.
7. **Budget for 2022:** Mr. Alt presented the 2022 budget which was also put together by Mrs. Knieper and is similar to 2021.

- Mr. Bontrager made motion to approve the annual operating budget, Mrs. Civile supported motion, which passed by an all yeas vote.

8. **Retention Credit:** Mr. Alt presented some key components of the retention credit and calculations have been drafted, and the filing should be complete by the end of December.
9. **Provider relief funds:** HHS is set to distribute \$25.5 billion through Phase 4. On 11/24/2021 we received a deposit in the amount of \$296,387.35 from the rural distribution funding. The deadline to apply was 10/26/2021. We did receive another deposit the day prior in the amount of \$46,440.04.
10. **COVID Support Payment:** Mrs. Espinoza stated on 12/7/2021 we received a payment for COVID 19 support from DHHS which was based on a 1.5% Medicaid rate in the QAS amount which was effective October 1, 2021.
11. **Reports related to COVID-19:** Mr. Alt presented current report this month.
12. **Financial Report:** Mr. Alt presented the unaudited October 2021 financial statements, including a balance sheet, income statement and month end recap.

-Mr. Bontrager made the motion to approve the unaudited October 2021 financials, Mrs. Civile supported motion, which passed by an all yeas vote.

13. **Pension Funding:** Mrs. Espinoza discussed current pension funding and how 2020 did not have additional funding, and we recommend doing the same for the year 2021. A larger contribution could be considered for 2022.
14. **Pleasant View Financial Audit (County Audit):** Mr. Alt states that the RFP process is complete for individual audit for year ending 2021 and continuing on a three year contract. Mr. Alt also went over and discussed the Pros and Cons with Yeo and Yeo and Anderson Tackman. Yeo and Yeo has experience with three other county homes, will save the county money, lowers the risk of litigation, and expertise in this particular space is very important to us.

- Mrs. Civile made motion to proceed with Yeo and Yeo for the audit of PV and financial statements, Mr. Bontrager supported motion, which passed by an all yeas vote.

15. Direct Care Worker Audit: Mrs. Espinoza presented that approximately 8% of homes were selected for the audit of the direct care worker wage and PV was one of the homes selected. Information was submitted 12/2/2021. We have the completed records on file.

16. Accounts Payable: Mrs. Espinoza presented the check registers for the pay period dated 11/13/2021-11/26/2021 and 11/27/2021-12/10/2021.

-Mrs. Cville made the motion to approve payment of check register date of 11/26/2021 in the amount of \$521,794.34 and Mr. Bontrager support, which passed by an all yeas vote.

-Mr. Bontrager made the motion to approve payment of check register dated 12/10/2021 in the amount of \$223,702.03, Mrs. Cville supported the motion, which passed by an all yeas vote.

17. Payroll: Mrs. Lamb presented the payroll summaries for pay periods dated 10/25/2021-11/7/2021 and 11/8/2021-11/21/2021. 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 10/25/2021-11/7/2021 in the amount of \$410,892.28. Mrs. Cville supported the motion, which passed by an all yeas vote.

-Mrs. Cville made motion to approve payroll summaries for the dated 11/8/2021-11/21/2021 in the amount of \$503,626.03, Mr. Bontrager supported the motion, which passed by an all yeas vote.

18. Occupancy data comparison: Mrs. Espinoza presented the graph from 11/2020 to 11/2021, which daily census is higher than 2020, but this also there is a higher number of discharges when compared to 2020.

19. Write Offs: There are no write offs for this month.

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

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

22. Accushield: Mrs. Espinoza presented the proposal to invest in Accushield for visitors entering the facility as all need to be screened. This is used in other county homes and they are very satisfied with the service. This will also help with documenting screenings and tracking. Discussion occurred regarding the trust in this product and that no other comparable companies were explored, as most were not previously established.

- Mrs. Cville made motion to approve the purchase and use of Accushield, Mr. Bontrager supported motion, which passed by an all yeas vote.

23. State: Operations- State: Mrs. Espinoza states all our of outstanding FRI's have now been closed and we are awaiting our annual survey any date.

24. Updated policies: Mrs. Espinoza mentioned that the Coronavirus policy is continuously being revised and also is live on our website. The Covid policy was broken into additional policies. One is for vaccination and visitation related to Covid.

25. Updated contracts: Mrs. Espinoza states she had signed a contract addendum which was approved at last meeting after confirming a 30 day out. This is for Concept Rehab.

26. Incident/Accident Report data: Mrs. Delau presented incident and accident reports from September 2021 through November 2021.

27. General Union Shift Bonus: Mrs. Espinoza discussed our recently approved general union contract to start 2022. Due to staffing concern and difficulty filling shifts we are looking to offer the shift pick up bonus starting 11/29/2021. Approximate cost of \$3,000.00 for the month of December.

- Mr. Bontrager made motion to approve the general union bonus to start 11/29/2021, Mrs. Civile supported the motion, which passed by an all yeas vote.

28. 457 Nationwide plans: Mrs. Espinoza states we have began the transition of the 457 from Bluestar to MERS and it is still ongoing.

29. Performance and Wage Evaluation: Mrs. Espinoza states the yearly performance evaluations have begun. Also Mrs. Espinoza proposed the wage scale with increase of 3% for excellent evaluation compensations for positions reviewed. Below are the proposed wage increased above 3%.

-Life enrichment director would be an annual increase of \$3,160.06 which is \$1,679.86 above the 3% and would be a 6.4% annual increase.

-Life Enrichment Assistant Supervisor would increase her wage to \$21.73 per hour. This would be an increase of \$8,403.20 annually which is \$7,300.80 above the 3% and would be a 22% annual increase.

-Accounting assistant increase her hourly rate to \$19.00. This would be an increase of \$2,080 annually which is \$956.80 above the 3% and this is a 5.5% annual increase.

-Payroll Coordinator/HR Assistant would increase to \$24.79 per hour. This would increase \$3,099.2 annually and \$1,643.20 above the 3% and this would be a 6.4% annual increase.

-Nurse Supervisors would increase \$1.00 per hour over the 3% increase and is a 5.7% annual increase and a total cost of \$8,320 which includes 4 nurses.

-Mr. Bontrager made motion to approve the wage scale and wage increases as written, Mrs. Civile supported the motion, which passed by an all yeas vote.

30. Work Comp Renewal: Mrs. Espinoza presented the renewal with our current work comp carrier, Argent West Bend.

- Mrs. Civile made motion to approve the renewal with Argent West Bond, Mr. Bontrager supported the motion, which passed by an all yeas vote.

31. Plant Operations Concerns list: Mr. Smithingill presented all concerns and plans for the month of November, including update on new facility van.

32. Quality Measure Report: Mrs. Delau presented the latest CASPER report.

33. Planned Activities: Mrs. Conklin presented a list of activities planned for December 2021, pending pandemic.

34. Dietary: Mrs. Gokee was pleased to announce the arrival of the new mixer. The old mixer was donated to the county jail. There is a small chip in the mixer which has been evaluated by the company and we are awaiting further recommendations when it can be fixed.

35. Business Office: Mrs. Knieper states there is no change and previously discussed other matters earlier in the meeting.

36. Central Supply: Mrs. Woodruff presented an update with price comparing on high demands items. Also shipping and receiving is staying busy with all incoming items for the facility.

37. IT: No new reports at this time.

38. Eden: Mrs. Espinoza presented our status of Eden and we have started with our Warmth Surveys.

39. Closed Session: Mrs. Civile made motion to meet in closed session, Mr. Bontrager supported the motion, which passed by an yea vote.

- **The meeting entered the 1st closed session at 11:32am.**
- **The meeting exited the 1st closed session at 11:38 am.**

40. Return to open session: Mr. Bontrager made motion to return to open session Mrs. Civile supported the motion, which passed by an all yea vote.

41. Union Negotiations: Mrs. Espinoza discussed that Union Negotiations for the general unit have been completed. After a revised tentative agreement it passed on 12/10/21.

-Mrs. Civile made the motion to ratify the contract as written for AFSCME Council 25, Mr. Bontrager supported the motion which passed by an all yea vote.

42. Closed session: Mr. Bontrager made motion to re-enter in closed session, Mrs. Civile supported the motion, which passed by an all yea vote.

- **The meeting re-entered for 2nd closed session at 11:40am**
- **The meeting exited the 2nd closed session at 11:48am.**

43. Closed session: Mrs. Civile made motion to re-enter for another closed session, Mr. Bontrager supported motion which passed by an all yea vote.

- **The meeting re-entered closed session at 11:48am**
- **The meeting exited closed session at 12:48pm**

44. Return to open session: Mr. Bontrager made motion to return to open session, Mrs. Civile supported the motion, which passed by an all yea vote.

-Mrs. Civile made motion to approve wage increase for Administrator of 3%, Mr. Bontrager supported motion, which passed by an all yea vote.

45. Next Meeting date: January 21, 2022 at 10:00am

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

The meeting adjourned at 12:51 pm.

Londa Knapp 4/15/22
Shan E 4/29/2022

