

**Pleasant View Shiawassee County Medical Care Facility
Shiawassee County Health and Human Services Board Meeting Minutes
May 20, 2022**

Call to Order: Mrs. Knauff called the meeting to order at 10:07 am. The following were in attendance: Londa Knauff (Chair), Cindy Civile (co-chair)(remote), Greg Bontrager (Member), Shana Espinoza (Administrator) Marque Wenzlick (Administrative Assistant to the Administrator) , Chasity Nelson (Human Resources), Amy Conklin (Activities), Theresa DeLau (Director of Nursing), Kelly Knieper (Business Office Manager), Cheri Gokee (Dietary Manager), Tabitha Woodruff (Central Supply Manager) David Skucz as (IT), Talenna Ackels (Infection Control/ADON) Phil Alt (Contracted CFO).

- 1. Recommend approval of Board Co-Chair, Cindy Civilles absence. Will listen remotely but will not vote.**
 - Mr. Bontrager made motion to approve the absence, Mrs. Knauff supported the motion, which passed by consensus.

- 2. Employee Spotlight:** Mrs. Baldwin presented the two employee spotlights for this month.

- 3. Approval of the Shiawassee County Medical Care Facility/Shiawassee County Department of Health and Human Services Board Meeting Minutes:**
 - Mr. Bontrager made motion to approve the meeting minutes of the April 15, 2022 DHHS Board Meeting, Mrs. Knauff supported the motion, which passed by consensus.

 - Mr. Bontrager made motion to approve the first closed session meeting minutes of the April 15, 2022 board meeting, Mrs. Knauff supported the motion, which passed by consensus.

 - Mr. Bontrager made motion to approve the first closed session meeting minutes of the April 15, 2022 board meeting, Mrs. Knauff supported the motion, which passed by consensus.

- 4. Public Participation:** None

- 5. Audit Presentation:** The audited engagement was presented by Alan Panter, the partner on the engagement from Yeo & Yeo. It was identified the audited financial statements and single audit were issued with the highest level of assurance the auditors could provide, which is an unmodified (clean) opinion. In the opinion for the audited financial statements, an Other Matters paragraph was included to describe the exclusion of historical information associated with the pension plan required by GASB in the Required Supplementary Information. Only 2 years (2021 and 2020) was included, but GASB requires information back to 2015 to be included. The financial statements still present fairly the financial position and results of Pleasant View and is not misleading to the readers of the financial statements, plus this data will be built into the financial statements into the future until the required 10 years of reporting is accumulated. The opinion for the audited financial statements also included the standard Emphasis of Matter

paragraph that describes the financial statements presented only Pleasant View results and does not represent the financial position of Shiawassee County.

Along with the financial statements, graphs of historical information was presented that included ratios and information for revenues, expenses, net position, accounts receivable, bad debts, cash balances, and occupancy. Presentation of the required governance letter highlighted key estimates included in the financial statements and identified no misstatements, disagreements, or other challenges in performing the audit. The final document presented was a letter directed to management, which identified several inconsequential recommendations to strengthen the policies Pleasant View maintains. The DHS board requested these recommendations be commented on directly by management in a future meeting.

6. **MERS:** Mrs. Espinoza stated that Mr. Girard is working on the amended letter and will present at our next meeting.

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

COVID 19 cases in the facility: Mrs. Espinoza stated we still have positive cases that have been identified since 8/9/2021. Last positive case was 5/19/2022. We are currently in outbreak. No residents have tested positive since last meeting. We now have moved to weekly testing to staff. We continue to use the BinaxNOW cards as our primary source of testing. Our total positive cases since the beginning of the pandemic is 174 staff and 60 residents.

Financials: Mrs. Espinoza stated our costs 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. We also continue to submit for testing reimbursement.

COVID Admissions: Mrs. Espinoza mentioned as a tier 2 facility we can admit COVID positive residents. We have admitted a total of 40 residents with COVID total.

Visitors: Mrs. Espinoza explained per approval with our Health Department we continue to request appointments for visitors along with a screening. There has been an increase in visitors. Tests are offered but not required.

Vaccine: Mrs. Espinoza presented that we still continue to work with our health department. All our employees are vaccinated or exempted. We continue on vendor needs at this time.

8. **Admissions Update:** Mrs. Baldwin explained we have admitted two additional COVID resident as of last week. We have a new admissions coordinator with previous experience from other nursing homes. We are continuing to work with the Memorial team to ensure the transition continue to be smooth.

9. **Marketing/PR/Admissions:** Mrs. Baldwin presented an update. Nursing home week was last week. Staff enjoyed random giveaways, breakfast and pizza that was donated by Heart to Heart Hospice. Rachel was inducted into the Rotary on behalf of Pleasant View on May 4, 2022.

10. **Star rating with CMS:** Mrs. Espinoza updated everyone we still continue to be a five-star facility.

11. **Retention Credit:** As previously discussed, we are waiting on receipt for employee retention tax credits claimed on amended 941s filed in January.

12. **Financial Report:** Mr. Alt presented the unaudited March 2022 financial statements, including a balance sheet, income statement and month end recap. Discussion occurred at meeting.

- Mr. Bontrager made motion to approve the unaudited March 2022 financials, Mrs. Knauff supported motion, which passed by consensus.

13. **Accounts Payable:** Mrs. Espinoza presented the check registers for the pay period dated 4/1/2022 to 4/15/2022 and 4/16/2022 to 4/29/2022. Also under the CMS civil money penalty, Mrs. Espinoza explained that some citations are high enough level that we get a fine and the

finances were related to citations. We waived our right to a hearing in order to take a reduced fine and Mrs. Espinoza made this decision as we had already filed an IDR and lost.

- Mr. Bontrager made motion to approve payment of check register date of 4/15/2022 in the amount of \$319,340.75 and Mrs. Knauff support, which passed by consensus.

-Mr. Bontrager made the motion to approve payment of check register dated 4/29/2022 in the amount of \$511,280.91. Mrs. Knauff supported the motion, which passed by consensus.

- 14. Payroll:** Mrs. Nelson presented the payroll summaries for pay periods dated 3/28/2022 to 4/10/2022 and 4/11/2022 to 4/24/2022. Also, the breakdown for the \$2.25/hour increase for direct care employees. You will see an increase due to longevity and bonus pay to avoid mandating.

- Mr. Bontrager made motion to approve payroll summaries for the dates of 3/28/2022-4/10/2022 in the amount of \$417,711.25, Mrs. Knauff supported the motion, which passed by consensus.

-Mr. Bontrager made motion to approve payroll summaries for the dates 4/11/2022 to 4/24/2022 in the amount of \$421,095.42, Mrs. Knauff supported the motion, which passed by consensus.

- 15. Occupancy data comparison:** Mrs. Espinoza presented the graph from 4/2021 to 4/2022, which 2022 census is higher than 2021. There was also a higher number of discharges when compared to 2021. Census is only lower by one when compared and discharges are usually short-term care residents.
- 16. Write Offs:** There are no write offs this month.
- 17. Write offs less than \$500:** Mrs. Espinoza approved write off for a resident admitted from 3/22/2022 to 3/26/2022 in the amount of \$370.00. Resident did sign up for hospice on 3/25/22 and passed on 3/26/22 and did not have any insurance for the facility to bill.
- 18. AR Reconciliation:** Mrs. Knieper presented the AR reconciliation form.
- 19. State:** Mrs. Espinoza states we have four outstanding FRI's and we are awaiting our annual survey any date.
- 20. Updated policies:** Mrs. Espinoza mentioned that the COVID policy along with the vaccination and visitation policies continue to be updated and are live on our website.
- 21. Incident/Accident Report data:** Mrs. Delau presented incident and accident reports from February 2022 and April 2022.
- 22. 457 Nationwide plans:** Mrs. Espinoza explained that the transition is now complete.
- 23. Employee Pay Increase:** Mrs. Espinoza informed the board members that due a recent change in staffing with some administrative staff persona leaves we have one individual who has been assigned on two job responsibilities. We have given her a temporary raise which is still within the scale for the position and will be readjusted when the individual returns from leave.
- 24. Workers Compensation Audit Statement:** Mrs. Espinoza stated that the facility owes an additional \$15,843 following a required audit that was completed by the insurance carrier. We did not realize that the audit would change this amount prior to voting when amounts were presented to the board previously.

- Mr. Bontrager made motion to approve the cost of \$ 15,843 to West Bend for audit adjustment. Mrs. Knauff supported motion, which passed by consensus.

25. Van: Mr. Smithingell explained the current situation we are in which they are recommending we lock in a higher priced van in order to have a better chance of getting one. The increase would be \$9,783. This was recommended because this is what the companies are making more of. Total cost for the van will now be \$68,729 and as of right now we do not have an estimated date of when we would get it. This model would last longer and be safer in the winter too. Board members requested that if we do to have a van by the end of the year that we get our deposit back.

- Mr. Bontrager made motion to approve the purchase of a new van in the amount not to exceed \$70,000, Mrs. Knauff supported the motion, which passed by consensus.

26. Laundry boiler system: Mr. Smithingell stated that the new boiler system as been installed and is working well.

27. Plant Operations Concerns list: Mr. Smithingell presented all concerns and plans for the month of April.

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

29. Dialysis: Discussion occurred at meeting regarding how to pursue our options. Mrs. Espinoza will take priority over the next month.

30. Planned Activities: Mrs. Conklin presented a list of activities planned for June 2022, pending pandemic.

31. Dietary: Mrs. Gokee reported an update in dietary. On 4/27 we made homemade caramel corn in the diner for residents and staff. We celebrated Cinco De Mayo with the residents choice of Nachos and Margaritas for the residents happy hour. We also made baked goods in the diner and we have completed the Spring/Summer menu starting on 5/22.

32. Collections Attorney: Mrs. Knieper explained we have seen some concerns with current firm. She recommended exploring to see if another firm will trial with us on a few collection cases. After seeing how this works we could then make another recommendation on making a switch or not to all of our accounts. Discussion occurred at meeting. Board members do not have any concern at this time.

33. Billing: Mrs. Espinoza stated that we are considering outsourcing. Performing billing in house currently has worked out well for the past several years. Demands due to COVID has made this challenging and we want to explore our opportunities. There was no concerns from the board at this time.

34. Central Supply: Mrs. Woodruff presented a summary for Central Supply, we are still continuing to look at different companies and price comparison. Audits are still being looked at weekly. Also CS has been looking at our "specials" as to see who is getting them and do they need them.

35. IT: TV shipment has arrived and we are waiting on Vendor for an installment date.

36. Eden: Mrs. Espinoza states we are now looking at our next steps for Eden. Will keep the board updated.

37. Closed session: Mr. Bontrager made motion to approve, Mrs. Knauff supported the motion. Motion carried with 3 yeas : Londa Knauff, Greg Bontrager and Cindy Civile (remote)

- The meeting entered 1st closed session at 11:31 am
- The meeting exited 1st closed session at 11:46 am

38. Closed Session: Mr. Bontrager made motion to approve to enter in 2nd closed session. Mrs. Knauff supported motion, Motion carried with 3 yeas : Londa Knauff, Greg Bontrager and Cindy Civile (remote)

-The meeting entered 2nd closed session at 11:46 am.

-The meeting exited 2nd closed session at 12:05pm

39. Next Meeting date: June 17, 2022 at 10:00am

40. Adjourn: Mr. Bontrager made motion to approve Mrs. Knauff supported the motion, which passed by the consensus.

The meeting adjourned at 12:06pm.

A handwritten signature in cursive script that reads "Londa Knauff". The signature is written in black ink and is positioned in the center of the page.

