

**PLEASANT VIEW SHIAWASSEE COUNTY MEDICAL CARE FACILITY
SHIAWASSEE COUNTY HEALTH AND HUMAN SERVICES BOARD MEETING MINUTES
June 18, 2021: CORUNNA COMMUNITY CENTER**

Call to Order: Mrs. Knauff called the meeting to order at 10:13 AM. The following were in attendance:

In attendance: Londa Knauff (Chair), Cindy Civile (Co-Chair) via Zoom, 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, Mike Miller, Davis Skuczias (IT), Phil Alt (Contracted CFO) via Zoom, Steve Girard (Attorney), Tabitha Woodruff (Central Supply Manager), Lyle Townsend and John Delossantos (Therapy Consultants), 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 meeting minutes of the May 21, 2021 DHHS Board Meeting; Mrs. Civile supported the motion, which passed by an all yeas vote.
 - Mr. Bontrager made the motion to approve the closed session minutes of the May 21, 2021 DHHS Board Meeting; Mrs. Civile supported the motion, which passed by an all yeas vote.
1. **Employee Spotlight:** Mrs. Espinoza explained that beginning next month, she would like to invite the employees who were selected to receive spotlights to the board meetings. She stated that this will be an opportunity to highlight the benefit they bring to Pleasant View.
 2. **Public Participation:** None.
 3. **Closed Session:** Mr. Bontrager made the motion to enter closed session; Mrs. Civile supported the motion, which passed by an all yeas vote.
 - The meeting entered closed session at 10:14 AM.
 - The meeting exited closed session at 10:26 AM.
 4. **Therapy Consultant:** As previously discussed with the board, Lyle Townsend, our current therapy consultant, sold his business. Mr. Townsend and Mr. Delossantos were present at the meeting to discuss the transition and where they see the business going as well as what that could mean for Pleasant View. After the presentation, Mr. Townsend and Mr. Delossantos exited the meeting. After discussion with the board, Mrs. Espinoza stated that she is looking for comparable quotes. She also stated that she and the team feel great about the transition and very comfortable working with Mr. Delossantos, stating he will be able to provide data, analytics and benchmarks to hone in on quality measures.
 5. **IT: New IT Matter:** Mrs. Espinoza presented an update on this line item. She stated that SIEM is fully implemented and that no concerns have been identified thus far. She lastly stated that we are working on the Common Angle presentation/renewal, with a goal of presenting at the July meeting.

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6. **Pandemic- Update:** Matters pertaining to the pandemic were discussed as follows:
- **COVID-19 Cases in the Facility:** Mrs. Espinoza stated that because we didn't have any new positive cases of COVID for 14-days, we were able to exit outbreak-status as of 5/30/21. She stated that we are opening the doors to visitors, allowing communal dining and small group activities in accordance with the regulations. She further stated that we assess the environment weekly, allowing more visits as we progress. She stated that we are only required to test unvaccinated staff once a week now that the County positivity level is below 10%; she explained that if we enter out-break status again we must test all staff and residents and restrict visitations, etc., until we go 14-days without another positive. She discussed that a lot of our staff are new and have never known the facility before the pandemic, so education and training are a priority currently. She further stated that residents are slowly beginning to leave their rooms, explaining that they too, are new, and are learning the environment as well as their neighbors and care partners.
 - **Rapid Testing Machine:** Mrs. Espinoza stated that we use BinaxNOW cards for most of our testing. She further stated that we are monitoring expiration dates on testing materials to ensure we do not waste supplies.
 - **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 of the \$2.25/hour. Mrs. Espinoza stated that we also continue to submit requests for testing reimbursement. Mr. Alt discussed the "COVID Financial Summary" document, which shows relief funding received against the annual expenses incurred and what remaining relief we have available for the future. She explained that we continue exploring PPP loan forgiveness avenues.
 - **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 thirteen COVID positive individuals.
 - **Visitors:** Mrs. Espinoza explained that we can allow visits indoors, which will require an appointment time. She stated that visits are allowed in resident rooms; physical distancing is not required in the rooms, and masks do not have to be worn at these visits if both the resident and family member are vaccinated.
 - **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. She reported that 46.9% of staff are vaccinated while 88% of residents are as of this time.
7. **Pleasant View Building- Marketing/PR Update:** Mrs. Baldwin provided an update.
8. **Pleasant View Building- Star Rating:** Mrs. Espinoza stated that we continue to be a 5-star facility.
9. **Financial- Bed Purchase Opportunity:** Mrs. Espinoza stated that the First Right of Refusal document is in the finalization phase. After discussion, Mr. Bontrager made the motion to approve

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the Administrator to sign the First Right of Refusal with Memorial; Mrs. Civile supported the motion, which passed by an all yeas vote.

10. **Financial- Financial Report:** Mr. Alt presented a letter related to COVID-19 financial information.
11. **Financial Report:** Mr. Alt presented the April 2021 unaudited financials. Mr. Bontrager made the motion to approve the April 2021 unaudited financials; Mrs. Civile supported the motion, which passed by an all yeas vote.
12. **Financial- 2020 County Financial Audit:** Mrs. Espinoza stated that the 2020 financial audit for the County was completed. She stated that a verbal presentation with an overview of the audit indicated no significant concerns. She stated that she will have the written report at the next board meeting for discussion and review.
13. **Financial- Accounts Payable:** Mrs. Espinoza presented the check register for the pay periods of 05/15/2021-05/28/2021 and 05/29/2021-06/11/2021.
 - Mrs. Civile made the motion to approve payment of the check register dated 05/28/2021 in the amount of \$576,349.64; 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 06/11/2021 in the amount of \$227,561.29; Mrs. Civile supported the motion, which passed by an all yeas vote.
14. **Financial- Payroll:** Mrs. Espinoza presented the payroll summaries for the pay periods 04/26/2021-05/09/2021 and 05/10/2021-05/23/2021. Mrs. Lamb also presented the payroll comparison for 2020 vs. 2021 and the breakdown of the \$2.25/hour increase for the direct and indirect employees.
 - Mrs. Civile made the motion to approve payroll from 04/26/2021-05/09/2021 in the amount of \$445,993.72; Mr. Bontrager supported the motion, which passed by an all yeas vote.
 - Mr. Bontrager made the motion to approve payroll from 05/10/2021-05/23/2021 in the amount of \$434,083.12; Mrs. Civile supported the motion, which passed by an all yeas vote.
15. **Financial- Occupancy Data Comparison:** Mrs. Espinoza presented the Occupancy Data, which showed a higher number of admissions in May 2021 as compared to May 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 higher by one compared to 2020.
16. **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.
17. **Financial- AR Reconciliation:** Mrs. Knieper presented an AR reconciliation form and gave an update on the progress.

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18. **Operations- Financial Institution Comparison:** Mrs. Espinoza stated that the Business Office manager has been obtaining proposals from different financial institutions. She stated that she will continue to provide updates at future board meetings.
19. **Operations- State:** Mrs. Espinoza explained that we have 9 outstanding FRIs.
20. **Operations- Updated Policies:** Mrs. Espinoza presented the following updated policies and provided an explanation of each:
 - COVID-19 Policy
21. **Operations- Incident/Accident Data Report:** Mrs. DeLau presented the comparison chart for resident incident/accidents for March 2021 through May 2021.
22. **Human Resources- COBRA Changes:** Mrs. Espinoza stated that after previous discussion on this line item, letters have been sent to those employees who are eligible; one terminated employee and one employee on medical leave applied for this COBRA subsidy. She stated that the cost per month is \$711.97 each. She explained that our payroll taxes are completed by the payroll company, Paychex. She stated that we will provide the cost to Paychex and they will be adding the information to our Quarterly 941 and we will receive the proper credits.
23. **Human Resources- 457 Nationwide Plans:** Mrs. Espinoza stated we have not received an update on the matter. She stated that she will provide updates as they are available.
24. **Human Resources- Job Description for the Administrator:** Mr. Bontrager made the motion to approve the job description for the Administrator position as written; Mrs. Civile supported the motion, which passed by an all yeas vote.
25. **Human Resources- Contract for the Administrator:** Mrs. Civile made the motion to approve the contract for the Administrator, Shana Espinoza, as written; Mr. Bontrager supported the motion, as well as requesting a letter of recommendation from legal (that this approval is complete and for best practice), which passed by an all yeas vote.
26. **Physical Plant- Plant Operations Concerns List:** Mr. Smithingell presented a list outlining the Plant Operations concerns within the facility.
27. **Physical Plant- Van Purchase:** Mrs. Espinoza and Mr. Smithingell stated that as previously discussed, the facility van needs to be replaced. She stated that we planned for in the 2021 budget in the amount of \$60,000 and provided a summary of the research completed to find the best vehicle and price. She explained that we are recommending the purchase of the van from Hoekstra Transportation in the amount of \$56,243, explaining that this price does not include title, plate, and document fee. She stated that we will use our own municipal plate. Mr. Bontrager made the motion to approve the purchase of the new facility van from Hoekstra Transportation in the amount of \$56,243; Mrs. Civile supported the motion, which passed by an all yeas vote.

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28. **Nursing- Quality Measure Report:** Mrs. DeLau presented the CASPER report and provided an update.
29. **Nursing- Dialysis:** Mrs. Espinoza stated that there has been progress on this line item. She stated that she and Mrs. DeLau have another meeting scheduled with Memorial and will provide details when they are available. .
30. **Activities- Update:** Mrs. Conklin presented the list of activities for July 2021.
31. **Dietary- Consultant Report and Review:** Mrs. Espinoza presented a report and email from our Dietitian, Lynn Spaulding. She stated that the report was included to show how much work and effort is put in to the dietary department.
32. **Dietary:** Mrs. Gokee provided a general update.
33. **Business Office:** Mrs. Knieper explained that our Outstation Worker, Morgan, has worked with 37 different families since she has joined us and recovered approximately \$84, 000 for the facility. She stated that there is likely more, but it is hard to quantify due to her working with families in advance. The board stated that they would like this data quarterly.
34. **Eden:** Mrs. Espinoza explained that we continue our daily efforts working on the culture. She stated that we continue working as a team to combat burnout in the staff. She stated that we scheduled an in-person leadership training for July 15. Lastly, she stated that we are working on the annual surveys for residents, families, and staff.
35. **Closed Session:** Mrs. Civile made the motion to enter closed session; Mr. Bontrager supported the motion, which passed by an all yea vote.
 - **The meeting entered closed session at 12:00 PM.**
 - **The meeting exited closed session at 12:17 PM.**
36. **Next Meeting Date:** June 18, 2021 at 10AM.
37. **Adjourn:** Mr. Bontrager made the motion to adjourn the meeting at 12:17 PM; Mrs. Civile supported the motion, which passed by consensus. .

The meeting adjourned at 12:17 PM.

Shana Espinoza, RN, LNHA

Londa Knauff, Board Chair