

**PLEASANT VIEW SHIAWASSEE COUNTY MEDICAL CARE FACILITY
SHIAWASSEE COUNTY HEALTH AND HUMAN SERVICES BOARD MEETING MINUTES
JULY 16, 2021: CORUNNA COMMUNITY CENTER**

Call to Order: Mrs. Knauff called the meeting to order at 10:01 AM. The following were in attendance:

In attendance: Londa Knauff (Chair), Cindy Civile (Co-Chair), 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), Tabitha Woodruff (Central Supply Manager), and Talenna Ackels (Infection Control).

1. **Employee Spotlight:** Mrs. Baldwin introduced and discussed the spotlight employees, Elaine Madrigal, Amanda Lester and Jeanette Smithingell. The employees were present at the meeting for this line item, except for Ms. Smithingell, who has retired.

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 June 18, 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 June 18, 2021 DHHS Board Meeting; Mr. Bontrager supported the motion, which passed by an all yeas vote.
 - Mr. Bontrager made the motion to approve the second closed session minutes of the June 18, 2021 DHHS Board Meeting; Mrs. Civile supported the motion, which passed by an all yeas vote.
2. **Public Participation:** None.
 3. **Therapy Consultant:** Mrs. Espinoza discussed JMD and the comparable quote for a company called Axis. She stated that the costs for transitioning to JMD continue at a rate of \$170/hour. She stated that the cost of the comparable company, Axis, is \$200-\$250/ hour. She explained that both companies have easy termination clauses. She stated that she is not recommending either company right now, stating that the initial quality of work from JMD was not as expected. She stated that the company made some errors that were not corrected. She further stated that Axis is going above and beyond to learn about Pleasant View. Mrs. Espinoza stated that they do not have County Medical Care experience. She asked for more time to explore this matter, to which the Board supported.
 4. **Pandemic- Update:** Matters pertaining to the pandemic were discussed as follows:
 - **COVID-19 Cases in the Facility:** Mrs. Espinoza stated that we are still free from outbreak status. She stated that visitation continues by appointment, with special considerations given as needed. She explained that we continue testing unvaccinated staff on a weekly basis while our county positivity level remains below 10%. Mrs. Espinoza explained that

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since the beginning of the pandemic, we have identified 71 positive staff members and 47 positive residents.

- **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 fourteen COVID positive individuals.
 - **Visitors:** Mrs. Espinoza explained that we are allowing visits indoors, which 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 the health department on vaccination needs.
 - **PPE:** Mrs. Espinoza discussed the changes in the emergency allowances for PPE, specifically mask use. She stated that only OSHA approved masks are permitted at this time for staff. We are working to continue performing N95 fit testing.
5. **Pleasant View Building- Marketing/PR Update:** Mrs. Baldwin provided an update.
 6. **Pleasant View Building- Star Rating:** Mrs. Espinoza stated that we continue to be a 5-star facility.
 7. **Financial- Land Purchase Opportunity:** Mrs. Espinoza presented the final signed copy of this agreement and stated that Memorial has received the \$5,000 check.
 8. **Financial Report:** Mr. Alt presented the May 2021 unaudited financials. Mr. Bontrager made the motion to approve the May 2021 unaudited financials; Mrs. Civile supported the motion, which passed by an all yeas vote.
 9. **Financial- 2020 County Financial Audit:** Mrs. Espinoza presented the written report for the 2020 County financial audit. Mr. Alt discussed the audit.

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10. **Financial- Accounts Payable:** Mrs. Espinoza presented the check register for the pay periods of 06/12/2021-06/25/2021 and 06/26/202-07/09/2021.
 - Mrs. Civile made the motion to approve payment of the check register dated 06/25/2021 in the amount of \$658,730.01; Mr. Bontrager supported the motion, which passed by an all yea vote.
 - Mr. Bontrager made the motion to approve payment of the check register dated 07/09/2021 in the amount of \$146,641.96; Mrs. Civile supported the motion, which passed by an all yea vote.

11. **Financial- Payroll:** Mrs. Espinoza presented the payroll summaries for the pay periods 05/24/2021-06/06/2021 and 06/07/2021-06/20/2021. 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 05/24/2021-06/06/2021 in the amount of \$463,739.27; Mr. Bontrager supported the motion, which passed by an all yea vote.
 - Mr. Bontrager made the motion to approve payroll from 06/07/2021-06/20/2021 in the amount of \$421,365.23; Mrs. Civile supported the motion, which passed by an all yea vote.

12. **Financial- Occupancy Data Comparison:** Mrs. Espinoza presented the Occupancy Data, which showed a higher number of admissions and re-admissions in June 2021 as compared to May 2020. She explained that there was a higher number of discharges compared to 2020. She stated that the daily average census was is the same compared to 2020.

13. **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.

14. **Financial- AR Reconciliation:** Mrs. Knieper presented an AR reconciliation form and gave an update on the progress.

15. **Operations- State:** Mrs. Espinoza explained that we have 10 outstanding FRIs.

16. **Operations- Updated Policies:** Mrs. Espinoza presented the following updated policies and provided an explanation of each:
 - COVID-19 Policy

17. **Operations- Incident/Accident Data Report:** Mrs. DeLau presented the comparison chart for resident incident/accidents for April 2021 through June 2021.

18. **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.

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19. **Human Resources- PTO Payment Agreement:** Mrs. Espinoza presented the official PTO retiree payment agreement.
20. **Human Resources- Contract for the Administrator:** Mrs. Espinoza stated that legal was informed of the request for a recommendation letter regarding the contract aligning with best practices, which will be presented at a future meeting.
21. **Physical Plant- Plant Operations Concerns List:** Mr. Smithingell presented a list outlining the Plant Operations concerns within the facility.
22. **Nursing- Quality Measure Report:** Mrs. DeLau presented the CASPER report and provided an update.
23. **Nursing- Dialysis:** Mrs. Espinoza stated that she and Mrs. DeLau had a call with Memorial; they are in touch with a company that is a mobile dialysis company that can come onsite. She explained that we will need a few nurses trained to oversee the process and that as we develop, it can be a great asset for the community. She stated that their structure works in a room where multiple residents can receive services at the same time. She stated that we are still in the exploration phase with Memorial and that she will keep the board updated.
24. **Activities- Update:** Mrs. Conklin presented the list of activities for August 2021.
25. **Dietary:** Mrs. Gokee provided a general update.
26. **IT- Microsoft Announcement:** Mrs. Espinoza explained that Microsoft announced that Windows 10 will stop support and updates on October 10, 2025. She stated that this has been announced as a free upgrade; however, some system requirements might force us to get new systems instead of just the software update. She stated that this falls in line with our computer replacement cycle that should start in 2022.
27. **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 explained that we re-scheduled an in-person leadership training for September 8.
28. **Closed Session:** Mrs. Civile made the motion to enter closed session; Mr. Bontrager supported the motion, which passed by an all yeas vote.
 - **The meeting entered closed session at 11:07 AM.**
 - **The meeting exited closed session at 11:28 AM.**
29. **Next Meeting Date:** August 20, 2021 at 10AM.

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30. **Adjourn:** Mr. Bontrager made the motion to adjourn the meeting at 11:28 AM; Mrs. Civile supported the motion, which passed by consensus. .

The meeting adjourned at 11:28 AM.

Shana Espinoza, RN, LNHA

Londa Knauff, Board Chair