

**PLEASANT VIEW SHIAWASSEE COUNTY MEDICAL CARE FACILITY  
SHIAWASSEE COUNTY HEALTH AND HUMAN SERVICES BOARD MEETING MINUTES  
August 20, 2021: CORUNNA COMMUNITY CENTER**

**Call to Order:** Mrs. Knauff called the meeting to order at 10:00 AM. The following were in attendance:

**In attendance:** Londa Knauff (Chair), Cindy Civile (Co-Chair), Greg Bontrager (Member), Shana Espinoza (Administrator), Chasity Nelson (Human Resources/Payroll), 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), Mike Miller, (IT), Phil Alt (Contracted CFO) and Tabitha Woodruff (Central Supply Manager).

**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 July 16, 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 July 16, 2021 DHHS Board Meeting; Mr. Bontrager supported the motion, which passed by an all yeas vote.

1. **Public Participation:** None.

2. **Therapy Consultant:** Mrs. Espinoza reiterated that we investigated two companies to engage in therapy oversight services with at Pleasant View. She explained that we have previously discussed JMD, formally known as Impact Wellness, which was sold by our current consultant, Lyle Townsend. She stated that a comparable company was identified before signing the consent to new assignment with JMD. She explained that Axis Healthcare is a comparable company and that both JMD Healthcare and Axis Healthcare have agreed to a price of \$170/hour. She stated that both companies have an easy out clause and that both are new to the MCF industry. She stated that Axis has predicted a slightly higher amount of hours, 13 hours per month, as compared to JMD with 11 hours. She explained that the higher amount of hours is due to an increase in MDS oversight. Mrs. Espinoza explained that there have been some quality concerns with the work through JMD. She further stated that we will be Axis's first client in Michigan, but she feels good about working with them. She stated that Axis has an MDS nurse with 20-years of experience. Furthermore, she stated that we received a letter from NGS; this is the first time we have seen such a letter and discussed that Axis has stated that as an additional project (additional cost) they can assist us with creating an audit on the concern. After discussion, Mrs. Espinoza recommended services with Axis. Mr. Bontrager made the motion to approve the contract with Axis Healthcare, following legal review of the contract; Mrs. Civile supported the motion, which passed by an all yeas vote.

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

- **COVID-19 Cases in the Facility:** Mrs. Espinoza explained that we identified a positive employee on 8/9/2021. She stated that the employee had been off for approximately one week when she tested positive, having been negative the last time she was tested at the facility. She stated that we immediately began testing all staff and residents regardless of

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vaccination status. She stated that there were no additional cases identified. She stated that visitation continues by appointment, with special considerations given as needed. She explained that we will continue weekly testing for all staff and residents until we reach 14-days with no new positive cases. She stated that we continue testing unvaccinated staff on a weekly basis while our county positivity level remains below 10%. Mrs. Espinoza explained that since the beginning of the pandemic, we have identified 72 positive staff members and 47 positive residents.

- **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.
- **OSHA:** Mrs. Espinoza explained that we had an educational visit with OSHA on 8/4/2021, after we invited them to our facility. She stated that this was to review our OSHA COVID compliance stance. She stated that the visit went well and that we are working on the suggested review and will be doing a full OSHA review/education of all practices.
- **CMS:** Mrs. Espinoza stated that on 8/25/2021, the Biden administration mandated vaccines for all nursing home staff. Mrs. Espinoza stated that she has been talking one-on-one with staff. She explained that 48% of staff are vaccinated. She discussed that a lot of staff have voiced that they will not stay at Pleasant View because of this mandate. She explained that she and the Department Heads have asked staff to stay until we have more details on the matter, asking staff to remain calm. She stated that they are respectfully appreciative to management for investigating further. She explained that management is discussing with staff that they respect their choices and are doing whatever they can to make staff comfortable with making their decision based on what is best for them. She stated that we are concerned about staffing with the mandate. We have no details on this mandate. The board recommended we wait to mandate the vaccine until we have clarity. They also requested a formal letter on the course of action taken on the staff vaccination.

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- **Booster Dose:** Mrs. Espinoza explained that there was an approval for an additional booster dose for certain qualifying individuals. She stated that a review is underway regarding what this means for LTC residents. She stated that we are investigating what this means for us, stating that she is seeking clarification on what our responsibility is.
4. **Pleasant View Building- Marketing/PR Update:** Mrs. Baldwin provided an update.
  5. **Pleasant View Building- Star Rating:** Mrs. Espinoza stated that we continue as a 5-star facility.
  6. **Financial- TCF Bank Transition:** Mrs. Espinoza explained that TCF Bank was purchased by Huntington Bank and that all TCF Bank accounts will transition to Huntington Bank. She further stated that we recently learned that local branches of TCF Bank will be sold to Horizon Bank. She stated that Pleasant View SCMCF is set to transition to Huntington Bank, which will be in Owosso. She stated that this only impacts our resident council and resident trust fund accounts. She stated that we are recommending following the transition plan to Huntington Bank for those accounts, which is scheduled to occur on 10/11/2021. Mrs. Civile made the motion to allow the transition from TCF bank to Huntington bank for accounts currently set-up through TCF; Mr. Bontrager supported the motion, which passed by an all yea vote.
  7. **Financial- Investment of Cash Reserve Funds:** Mr. Alt provided an explanation on this request to invest certain amounts of reserves identified into an investment account, allowing Pleasant View to build the balance of the reserve funds through investment income, while maintaining the funds in a secure and minimal risk account. After discussion, Mr., Bontrager made the motion to move funds, as written, to the Michigan Class investment pool; Mrs. Civile supported the motion, which passed by an all yea vote.
  8. **Financial- Retention Credit:** Mrs. Espinoza and Mr. Alt discussed the details of this line-item. They stated that there is not a lot of guidance on the matter. The board requested to keep this agenda item recurring for future board meetings to continue discussion on the matter as time progresses.
  9. **Financial- Pension Actuarial Report Analysis:** Mr. Alt presented a memo regarding the pension financial report and provided an explanation.
  10. **Financial- Reports related to COVID-19:** Mr. Alt presented and discussed this matter.
  11. **Financial Report:** Mr. Alt presented the July 2021 unaudited financials. Mr. Bontrager made the motion to approve the July 2021 unaudited financials; Mrs. Civile supported the motion, which passed by an all yea vote.
  12. **Financial- PPP Loan Forgiveness:** Mrs. Espinoza explained that the team is working on reviewing the forgiveness process. She explained that the forms were submitted, and that additional information was requested from us. She stated that the information is being complied and will be submitted within the next few days. Mr. Alt explained that this is not an uncommon request.



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13. **Financial- Accounts Payable:** Mrs. Espinoza presented the check register for the pay periods of 07/10/2021-07/23/2021 and 07/24/2021-08/06/2021.
- Mrs. Civile made the motion to approve payment of the check register dated 07/23/2021 in the amount of \$573,540.19; 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 08/06/2021 in the amount of \$419,973.80; Mrs. Civile supported the motion, which passed by an all yeas vote.
14. **Financial- Payroll:** Mrs. Nelson presented the payroll summaries for the pay periods 06/21/2021-07/04/2021, 07/05/2021-07/18/2021 and 07/19/2021-08/01/2021. Mrs. Nelson also presented the payroll comparison for 2020 vs. 2021 and the breakdown of the \$2.25/hour increase for the direct and indirect employees.
- Mr. Bontrager made the motion to approve payroll from 06/21/2021-07/04/2021 in the amount of \$463,466.43; Mrs. Civile supported the motion, which passed by an all yeas vote.
  - Mrs., Civile made the motion to approve payroll from 07/05/2021-07/18/2021 in the amount of \$420,674.35; Mr. Bontrager supported the motion, which passed by an all yeas vote.
  - Mrs. Civile made the motion to approve payroll from 07/19/2021-08/01/2021 in the amount of \$406,939.83; Mr. Bontrager 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 and the same number of re-admissions in July 2021 as compared to July 2020. She explained that there was a higher number of discharges compared to 2020. She stated that the daily average census was higher compared to 2020.
16. **Financial- Community Relations Team (CRT):** Mrs. Espinoza stated that insurance options and quotes will be presented at the next board meeting.
17. **Financial- Community Relations Team (CRT):** Mrs. Espinoza stated that the expense funds from CRT were transferred back into the operating funds in the amount of \$2,705.02.
18. **Financial- AR Reconciliation:** Mrs. Knieper presented an AR reconciliation form and gave an update on the progress.
19. **Operations- State:** Mrs. Espinoza explained that we have 12 outstanding FRIs.
20. **Operations- Updated Policies:** Mrs. Espinoza presented the following updated policies and provided an explanation of each:
- COVID-19 Policy

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21. **Operations- Incident/Accident Data Report:** Mrs. DeLau presented the comparison chart for resident incident/accidents for May 2021 through July 2021.
22. **Human Resources- 457 Nationwide Plans:** Mrs. Espinoza stated we received verification that our employees and the transition of funds has started from Nationwide to Manner Wealth (BlueStar Retirement). She further stated that we made another request to separate our plans from the county and stated that there may be an opportunity to do so. She explained that legal is assisting and that she will present updates to the board as they become available.
23. **Human Resources- Contract for the Administrator:** Mrs. Espinoza presented the recommendation letter regarding the contract aligning with best practices, which was requested by the board.
24. **Physical Plant- Plant Operations Concerns List:** Mr. Smithingell presented a list outlining the Plant Operations concerns within the facility.
25. **Nursing- Change to ADON Role:** Mrs. Espinoza discussed the vacant position for the Assistant Director of Nursing role, stating that we are looking to restructure the current nurse management team positions. She stated that an update will be available at the next board meeting.
26. **Nursing Meeting:** Mrs. Espinoza explained that she scheduled a meeting with the nurses to brainstorm ideas on recruitment and retention of nurses. She stated that she is also working on a partnership with Memorial for staffing matters.
27. **Nursing- Quality Measure Report:** Mrs. DeLau presented the CASPER report and provided an update.
28. **Activities- Update:** Mrs. Conklin presented the list of activities for September 2021.
29. **Dietary:** Mrs. Gokee provided a general update.
30. **Business Office:** Mrs. Espinoza stated that we are exploring options for a new collections agency and that updates will occur at future board meetings.
31. **Central Supply:** Mrs. Woodruff provided a general update.
32. **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 scheduled an in-person leadership training for September 8 and September 22.
33. **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 11:25 AM.**

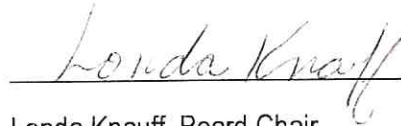
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- The meeting exited closed session at 12:08 PM.
34. **Closed Session:** Mr. Bontrager made the motion to go into closed session; Mrs. Civile supported the motion, which passed by an all yeas vote.
- The meeting entered closed session at 12:08 PM.
  - The meeting exited closed session at 12:15 PM.
35. **Next Meeting Date:** September 17, 2021 at 10AM.
36. **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