

**Pleasant View Shiawassee County Medical Care Facility
Shiawassee County Health and Human Services Board Meeting Minutes
April 15, 2022**

Call to Order: Mrs. Knauff called the meeting to order at 10:02 am. The following were in attendance: Cindy Civile (co-chair), Greg Bontrager (Member), Londa Knauff, Shana Espinoza (Administrator) Marque Wenzlick (Administrative Assistant to the Administrator) , Sandy Lamb (remote) (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. **Employee Spotlight:** Will present the next employee spotlight next month.
2. **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 March 25, 2022 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 March 25, 2022 board meeting, Mr. Bontrager supported the motion, which passed by an all yeas vote.

3. **Public Participation:** None

4. **Closed session:** Mr. Bontrager made motion for Board to meet in closed session, Mrs. Civile supported that motion, which passed by an all yeas vote.

-First closed session started at 10:07am.

-The meeting exited first closed session at 10:22am.

5. **MERS:** Mrs. Espinoza presented the Defined Benefit Plan Adoption Agreement which has to be signed by Pleasant View in addition to the County. This will allow the facility to be the plan administrators for Pleasant View employees.

6. **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 4/14/2022. 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 166 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 39 residents total.

-Mrs. Civile made motion to approve payroll summaries for the dates of 2/28/2022-3/13/2022 in the amount of \$436,549.22. Mr. Bontrager supported the motion, which passed by an all yeas vote.

-Mr. Bontrager made motion to approve payroll summaries for the dates 3/14/2022 to 3/27/2022 in the amount of \$423,817.51. Mrs. Civile supported the motion, which passed by an all yeas vote.

17. **Occupancy data comparison:** Mrs. Espinoza presented the graph from 3/2021 to 3/2022, 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.
18. **Write Offs:** Mrs. Espinoza stated at the March 2022 meeting there was an approval for resident number 8182 in the amount of \$19,825. Please note that this write off was approved at the September 2021 meeting but the cancelation was not processed at that time. This was a duplicate vote and there was no additional write-offs. Also there was a write-off that was voted on at the March 2022 meeting for resident 8979 in the amount of \$934.00, there was in error in the resident number and it should be resident 8423, and again there is no additional amount.
19. **Write offs less than \$500:** There are no write-offs less than \$500.
20. **AR Reconciliation:** Mrs. Knieper presented the AR reconciliation form. Still reviewing Auto Insurance claims and should have an update in a few weeks.
21. **Medicaid Outstation Worker:** Mrs. Knieper explained the contract with the outstation worker is to be renewed in July. There is an increase of \$4,100 due to an increase in wages and benefits since last year. The amount that is due in increments, however we pay the full amount at the time of the invoice that is sent. The current contract expires 9/30/2022 and we are expecting our proposed contract in July 2022.

-Mr. Bontrager made motion to approve re-signing the Medicaid Outstation worker contract, provided no concerns with the written agreement upon receipt. Mrs. Civile supported motion, which passed by an all yeas vote.

22. **State:** Mrs. Espinoza states we have three outstanding FRI's and we are awaiting our annual survey any date.
23. **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.
24. **Department Restructure:** Mrs. Espinoza states that due to the departure of our admissions coordinator it was determined that the admissions coordinator will be under the nursing department. We are trying to fill this role with a clinical person due to the complexity of medical needs seen in the referrals we have been seeing. This will also allow increased focus on our next Marketing and PR plan.
25. **Incident/Accident Report data:** Mrs. Delau presented incident and accident reports from January 2022 and March 2022. Stability is seen at this time.
26. **457 Nationwide plans:** Mrs. Espinoza stated that April 13, 2022 was the blackout date. Last date for Bluestar to receive funds from our employees was April 8, 2022. Liquidation is set for April 19, 2022. Wire transfer from Bluestar to MERS will be April 20, 2022 and April 27, 2022 final files will be sent by Bluestar. No other updates at this time.
27. **Laundry boiler system:** Mr. Smithingell requested a change to the boiler system discussed at previous board meeting, that services the laundry facilities. Since the last meeting the boiler