

**Pleasant View Shiawassee County Medical Care Facility
Shiawassee County Health and Human Services Board Meeting Minutes
August 19, 2022**

Call to Order: Mrs. Knauff called the meeting to order at 10:05 am. The following were in attendance: Londa Knauff (Chair), Cindy Civile (co-chair), Greg Bontrager (Board member), Shana Espinoza (Administrator) Marque Wenzlick (Administrative Assistant to the Administrator) , Sandy Lamb (Human Resources), Amy Conklin (Activities), Theresa DeLau (Director of Nursing), Jeff Smithingell (Plant Operations), Kelly Knieper (Business Office Manager), Cheri Gokee (Dietary Manager), Tabitha Woodruff (Central Supply Manager) David Skucz as (IT), Talenna Ackels (Infection Control/ADON), Hollie Dowen (Nurse manager).

1. Employee Spotlight: To be presented next month.

2. Approval of the Shiawassee County Medical Care Facility/Shiawassee County Department of Health and Human Services Board Meeting Minutes:

- Mrs. Civile made motion to approve the meeting minutes of the July 15, 2022 DHHS Board Meeting, Mr. Bontrager supported the motion, which passed by consensus.
- Mr. Bontrager made motion to approve the first closed session meeting minutes of the July 15, 2022 board meeting, Mrs. Civile supported the motion, which passed by consensus.
- Mrs. Civile made motion to approve the second closed session meeting minutes of the July 15, 2022 board meeting, Mr. Bontrager supported the motion , which passed by consensus.

3. Public Participation: None

4. MERS: Mrs. Espinoza stated that the facility continues to work on the Defined Benefit Plan Adoption agreement. Legal is assisting.

5. 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 8/16/2022. We are currently in outbreak. Last resident who tested positive was on 8/1/2022. We continue twice weekly testing of 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 205 staff and 68 residents.

Financials: Mrs. Espinoza stated our costs are still being tracked even though the activity has declined. Also the direct care worker wage increase continues to be tracked. We continue to submit request for testing reimbursement. Direct care worker wage was extended to September 2023.

COVID Admissions: Mrs. Espinoza mentioned as a tier 2 facility we can admit COVID positive residents. We have admitted a total of 53 residents with COVID. Majority comes from Memorial.

Visitors: Mrs. Espinoza explained we continue to request appointments for visitors along with 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. 82% of care partners are vaccinated and 87% of our residents are fully vaccinated. We continue on vendor needs at this time.

6. **Marketing/PR:** Mrs. Espinoza states that our newsletter has been mailed out. Biography's have been updated on our website. CRT is continuing to meet bi-weekly. Also we are happy to announce that Pleasant View is the first nursing home to appear on google when you type in 5 star nursing homes in Shiawassee County.
7. **Star rating with CMS:** Mrs. Espinoza updated everyone that we still continue to be a five-star facility.
8. **Retention Credit:** As previously discussed, we are waiting on receipt for employee retention tax credits claimed on amended 941s filed in January. Phil Alt, CFO recommends we follow up with the IRS on this.
9. **Reports related to COVID-19:** Mrs. Espinoza discussed the current grant opportunities. Nursing Facility Infection Control Grants and MDHHS Health Care recruitment, retention, and training fund grant. Discussion ensued regarding grant requests that could be made.
10. **Private Pay Rate:** Mrs. Espinoza states that we have assessed the private pay rate for 2022. Our current rate is \$370/day. We did not increase this rate for the last two years. We verified where we stand with our competitors. We do not have our published Medicaid rate for October 1st yet. The rate is currently at \$355.91. We are estimating at least a 2.5% increase. Our private pay rate and our Medicaid rate are getting close in comparison, and we want to keep the private pay rate above the Medicaid rate. Medicaid rate does not cover all expenses. In addition, costs of healthcare needs are significantly up. Based on this information, recommended an increase to \$400/day. We can reassess in October, and at any point throughout the year. After discussion the board decided to table to next month.
11. **Financial Report:** Mrs. Knieper presented the unaudited June 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 June 2022 financials, Mrs. Civile supported motion, which passed by consensus.

12. **Accounts Payable:** Mrs. Espinoza presented the check registers for the pay period dated 6/25/2022-7/8/2022, 7/9/2022-7/22/2022 and 7/23/2022-8/5/2022.

- Mrs. Civile made motion to approve payment of check register date of 7/8/2022 in the amount of \$489,408.92 and Mr. Bontrager supported the motion, which passed by consensus.

-Mr. Bontrager made the motion to approve payment of check register dated 7/22/2022 in the amount of \$583,970.74. Mrs. Civile supported the motion, which passed by consensus.

-Mrs. Civile made motion to approve payment of check register date 8/5/2022 in the amount of 457,656.62. Mr. Bontrager supported the motion, which passed by consensus.

13. Payroll: Mrs. Lamb presented the payroll summaries for pay periods dated 6/20/2022-7/3/2022, 7/4/2022-7/17/2022 and 7/18/2022-7/31/2022. Also, the breakdown for the \$2.25/hour increase for direct care employees.

- Mrs. Civile made motion to approve payroll summaries for the dates of 6/20/2022-7/3/2022 in the amount of \$426,624.70. Mr. Bontrager supported the motion, which passed by consensus.

-Mr. Bontrager made motion to approve payroll summaries for the dates 7/4/2022-7/17/2022 in the amount of \$451,619.92. Mrs. Civile supported the motion, which passed by consensus.

Mrs. Civile made motion to approve payroll summaries for the dates of 7/18/2022-7/31/2022 in the amount of \$410,430.53

- 14. Occupancy data comparison:** Mrs. Espinoza presented the graph from 7/2021 compared to 7/2022, which 2022 census is lower than 2021. 2022 average daily census is lower compared to 2021.
- 15. Write Offs:** There are no write-offs this month.
- 16. Write offs less than \$500:** There are no write-offs less than \$500 this month.
- 17. AR Reconciliation:** Mrs. Knieper presented the AR reconciliation form. Discussion ensued regarding a current resident. Family is not working well with us and is utilizing a lawyer not to get payment to us.
- 18. State:** We did file the IDR for the G level citation we received, and we are excited to announce that we won the IDR and the citation has been downgraded to a D level. The DNP is no longer relevant (never went in to effect). We have filed to have the state desk review the outstanding nursing citations (in lieu of a return visit). This was accepted and now cleared. We have cleared life safety. We have one outstanding FRI.
- 19. Updated policies:** Mrs. Espinoza mentioned our COVID policy along with the vaccination and visitation policies continue to be updated and are live on our website.
- 20. Incident/Accident Report data:** Mrs. Delau presented incident and accident reports from May 2022 through July 2022.
- 21. Staffing Update:** Mrs. Espinoza explained that discussions are ongoing with the team regarding Recruitment and Retention. Mrs. Espinoza has identified that daycare support may be a beneficial recruitment and retention tool. Also we continue to discuss as a team in ways we can pull CNA staff from other departments to work the floor.
- 22. Diversity training:** Mrs. Espinoza states with the pandemic has slowed, within the management level we have started training on LGBT in healthcare.
- 23. Administrator Succession Planning:** As discussed at the last meeting, terms and conditions have been considered for individuals wishing to complete the Administrator class and training. Some general thoughts were discussed. Board recommended discussion with legal for best practice guidelines on emergency planning and the succession process.
- 24. Brightly Software (WorxHub):** Discussed currently used program called Worxhub for communication and organization of facility work needs. This program provides the ability for staff to input work orders that are needed (such as to communicate equipment in need of repair, a room in need of deep cleaning, etc.) We have been using the program for several years and find it very effective and efficient. We have been offered a 3-year contract term. If we renew for another year, the cost will be \$6,401.44 and future renewals are projected to be about 15% each year. With the 3-year agreement, the cost would be \$6,168.66 for year one,

\$6,538.78 for year two, and \$6,931.11 for year three. We anticipate continuing to utilize this program for several years. The board recommend termination clause in the contract.

-Mr. Bontrager made motion to approve a contract with Brightly software pending approved addition's to the contract. Mrs. Civile supported the motion, which passed by consensus.

25. **Plant Operations Concerns list:** Mr. Smithingell presented a list containing maintenance update.
26. **Quality Measure Report:** Mrs. Delau presented the latest CASPER report.
27. **Dialysis:** Mrs. Espinoza explained she has met with Memorial. Priority is high and this continues to be worked on. Discussion occurred at meeting regarding two potential companies. Will continue discussion next month.
28. **Planned Activities:** Mrs. Conklin presented a list of activities planned for July 2022, pending pandemic.
29. **Dietary:** Mrs. Gokee reported an update in dietary. We celebrated fair week in Lola's diner making fair themed foods all week. Residents voted on a Mexican meal for the month of August at resident council. The jail gardens recently donated 3 cases of zucchini squash and a flat of cucumbers. We were notified of recent recall on thickened dairy products which included thickened milk which were discarded immediately and received credit for. With the help of Central Supply we found an equivalent supplement but the cost is more.
30. **Collections Attorney:** Mrs. Espinoza states we have set up a trial with a company called Kreis Enderle and we are still working through some cases and we do not have much feedback at this time. We will provide updates on how the trial works out.
31. **Billing:** Mrs. Espinoza stated as discussed in last meeting we are assessing the outsourcing for billing again. Information is being gathered, but over the last few weeks this has increased urgency. With new staff and only one person capable of billing-This is being given top priority.
32. **Fraud Protection:** In an effort to continue assessing and using best practices, we identified the need to add additional fraud protection to the facility bank accounts. The additional protections included adding a debit block along with positive pay. These additions did not cost the facility any added expense. No harm has been identified that warranted these protections necessary; they were best practice recommendations. FYI.
33. **Central Supply:** Mrs. Woodruff presented a summary for Central Supply, we have been working on switching out influenza vaccines. We have pre-ordered back in December 2021 for our needs in 2022. We still continue to work on recall items and manufacture back orders. Always CS works hard to keep audits updated.
34. **IT:** New TV's have been installed in all resident areas and common spaces. The crew who did the installation did a great job and did an excellent job with clean up.
35. **Closed session:** Mr. Bontrager made motion to enter closed session, Mrs. Civile supported the motion, motion carried with 3 yeas: Londa Knauff and Cindy Civile and Greg Bontrager.
 - The meeting entered closed session at 12:02 pm.
 - The meeting exited closed session at 1:23 pm.
36. **Next Meeting date:** September 16, 2022 at 10:00am
37. **Adjourn:** Mr. Bontrager made motion to adjourn the meeting. Mrs. Civile supported the motion, which passed by the consensus.

The meeting adjourned at 1:24 pm.

Londa Knauff

