

**Pleasant View Shiawassee County Medical Care Facility  
Shiawassee County Health and Human Services Board Meeting Minutes  
February 18, 2022**

**Call to Order:** Mrs. Civile called the meeting to order at 10:00 am. The following were in attendance: Cindy Civile (co-chair), Greg Bontrager (Member), Shana Espinoza (Administrator) Marque Wenzlick (Administrative Assistant to the Administrator) , Sandy Lamb (Human Resource Manager), Theresa DeLau (Director of Nursing), Kelly Knieper (remote)(Business Office Manager), Amy Conklin (Life enrichment Director), Cheri Gokee (Dietary Manager)(remote), Tabitha Woodruff (Central Supply Manager) David Skuczias (IT), Talenna Ackels (Infection Control/ADON) (remote) and Phil Alt (remote)(Contracted CFO).

1. **Absence:** Londa Knauff was absent. This absence is reflected as excused by the board members present.
2. **Employee Spotlight:** Mrs. Baldwin presented the employee spotlight. Employee was also present.
3. **Approval of the Shiawassee County Medical Care Facility/Shiawassee County Department of Health and Human Services Board Meeting Minutes:**

- Mrs. Civile made the motion to approve the meeting minutes of the January 21, 2022 DHHS Board Meeting, Mr. Bontrager supported the motion, which passed by an all yea vote.

-Mr. Bontrager made the motion to approve the first closed session meeting minutes of the January 21, 2022 board meeting, Mr. Bontrager supported the motion, which passed by an all yea vote.

4. **Public Participation:** None

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. We have had a total of 11 COVID positive residents in house and one death with the current outbreak. We still test twice weekly for all staff regardless of vaccination status as of right now. We are currently using various testing kits due to stock and shipment and what is delivered. Residents who are vaccinated are at 88% and staff are at 76%.

**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 are still submitting. We will be doing a general-purpose audit due to the amount of federal awards expended for Provider Relief Funds.

**COVID Admissions:** Mrs. Espinoza mentioned as a tier 2 facility we can admit COVID positive residents. We have admitted a total of 33 COVID positive residents to date.

**Visitors:** Mrs. Espinoza explained per approval with our Health Department we continue to require appointments for visitors along with a screening. Mrs. Espinoza emphasized that visits are permitted and even those that stop in are accommodated.

**Vaccine Development:** Mrs. Espinoza presented an update we still continue to work with our health department. CMS mandate is still in effect and we are currently working on vendor needs.

6. **Marketing/PR/Admissions:** Mrs. Baldwin presented an update. We had only a 1 week pause on admissions and we are now continuing to admit Covid positive residents who need our help from our community. We have had a total of 10 COVID admissions for the month of January and 2 so far for this month. Also a presentation at the Shiawassee Senior Center has been scheduled and with Owosso Parkinson's Group in April. CRT also completed the Be Kind event. We gave out chocolate bars and hula hoops were the theme. Also, we will be hosting a nonperishable food drive for areas in Shiawassee County that are not familiar with Pleasant View.
7. **Star rating with CMS:** Mrs. Espinoza updated everyone we still continue to be a five-star facility.
8. **Retention Credit:** Mr. Alt presented some key components of the retention credit and calculations have been performed for the period of January 2021 through September 2021 of approximately \$4.6 million. Also, the expectation for the receipt of the credits is August 2022.
9. **Cost Report:** Mrs. Espinoza presented reported that we currently receive our cost report through a company called Micrys. This is currently dissolving and will no longer be available for our services. The potential of working with a company called The Rybar Group was discussed. It is noted Mrs. Espinoza states she has a conflict of interest as her mother works for this company (though she works as administrative support she will not be completing any work related to the cost report). Also discussed that Rybar has done work with Memorial and their performance has been satisfactory with good quality.

- Mrs. Civile made motion to approve a contract with The Rybar Group, Mr. Bontrager supported motion, which passed by an all yea vote.

10. **Financial Statement Audit:** The financial statement audit has begun on 2/14/2022 and is expected to be done in March 2022. Additional information will be provided to the DHHS board. Board Member, Greg Bontrager, was identified to speak with the auditors as one board member is required to.

11. **Financial Report:** Mr. Alt presented the unaudited December 2021 financial statements, including a balance sheet, income statement and month end recap. Discussion occurred at meeting.

- Mrs. Civile made the motion to approve the unaudited December 2021 financials, Mr. Bontrager supported motion, which passed by an all yea vote.

12. **Accounts Payable:** Mrs. Espinoza presented the check registers for the pay period dated 1/8/2022 to 1/21/2022 and 1/22/2022 to 2/4/2022.

- Mrs. Civile made the motion to approve payment of check register date of 1/21/2022 in the amount of \$507,337.25 and Mr. Bontrager support, which passed by an all yea vote.

- Mrs. Civile made the motion to approve payment of check register dated 2/4/2022 in the amount of \$355,816.98, Mr. Bontrager supported the motion, which passed by an all yea vote.

13. **Payroll:** Mrs. Lamb presented the payroll summaries for pay periods dated 1/3/2022 to 1/16/2022 and 1/17/2022 to 1/30/2022. 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 1/3/2022 to 1/16/2022 in the amount of \$432,109.22. Mr. Bontrager supported the motion, which passed by an all yeas vote.

-Mrs. Civile made motion to approve payroll summaries for the dates 1/17/2022 to 1/30/2022 in the amount of \$432,523.73. Mr. Bontrager supported the motion, which passed by an all yeas vote.

14. **Occupancy data comparison:** Mrs. Espinoza presented the graph from 1/2021 to 1/2022, which 2022 census is higher than 2021, but this also there is a higher number of discharges when compared to 2021.
15. **Write Offs:** There are no write-offs for this month.
16. **Write offs less than \$500:** There are no write-offs under \$500 this month.
17. **AR Reconciliation:** Mrs. Knieper presented the AR reconciliation form.
18. **State:** Operations- State: Mrs. Espinoza states we have two outstanding FRI and we are awaiting our annual survey any date.
19. **Updated policies:** Mrs. Espinoza mentioned that the Coronavirus policy is continuously being revised and is live on our website. Also discussion occurred at meeting regarding the Private Pay Collection Policy which clarifies the collection days for private pay.
20. **Updated contracts:** None at this time.
21. **Incident/Accident Report data:** Mrs. Delau presented incident and accident reports from November 2021 through January 2022.
22. **457 Nationwide plans:** Mrs. Espinoza states this was approved at a previous meeting. All necessary forms have been signed. April 13, 2022 will be the blackout date. Last date for Bluestar to receive funds from our employees will be 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.
23. **Work Comp Settlement:** Mrs. Espinoza states this work comp settlement due to a shoulder injury on April 7, 2022. After meeting with legal, she returned to work at the front desk with restrictions but also met a need for us. Due to medical cost that occurred relating to the shoulder injury, Broadspire recommend we settle which Mrs. Espinoza requested a reduced amount of the settlement. It was reduced to \$1,744.96.

-Mrs. Civile made motion to approve the settlement agreement for KG in the amount not to exceed \$1,745. Mr. Bontrager supported motion, which passed by an all yeas vote.

24. **Boiler Addition:** Mr. Smithingell requested an addition to the boiler, to service the existed hot water system that serves the laundry facilities. This will provide back up support. He recommend we work with William E. Walter and they have serviced are boilers in the past. We have budgeted \$40,000 as a capital expense, total cost projected would be \$42,990 and this includes all of the needs for the install.

-Mrs. Civile made motion to approve the addition to the boiler to the laundry services area, Mr. Bontrager supported motion, which passed by an all yeas vote.

25. **Plant Operations Concerns list:** Mr. Smithingell presented all concerns and plans for the month of February.
26. **Quality Measure Report:** Mrs. Delau presented the latest CASPER report.

**27. Social Workers:** Mrs. Espinoza explained in previous meeting we lost a long-term social worker to retirement and lost another one due to a new job and one is on medical leave. Proposal to hire back the retired social worker on contract. She will train the new social workers, being mindful of the hour's requirement for MERS.

- Mrs. Civile made motion to approve the social work support position as written pending legal review not to exceed \$35,000 a year, Mr. Bontrager supported motion, which passed by an all yea vote.

**28. Planned Activities:** Mrs. Conklin presented a list of activities planned for February 2022, pending pandemic.

**29. Dietary:** Mrs. Gokee reported an update in dietary. There has been a revised policy regarding food brought in by family and visitors. We also celebrated the winter storm with a party that provided food and snacks for all staff who made it into work. We also planned a Super bowl party and also celebrated 2/2/22 by having Taco Tuesday.

**30. Billing support and consulting:** Mrs. Knieper explained we currently use a company call Kearney and Associates for billing support needs. We have found this company is unable to meet our needs and we have explored three different companies. It was recommended to use Panhandle Billing and Consulting Services, LLC.

- Mrs. Civile made motion to approve contract with Panhandle Billing and Consulting, LLC after legal review, Mr. Bontrager supported motion, which passed by an all yea vote.

**31. Central Supply:** Mrs. Woodruff presented a summary for Central Supply, who has been working diligently to keep ahead of the game with testing supply needs. We have started to implement the new PO system as well.

**32. Security Concern:** Mrs. Espinoza reported that we were notified by the FBI of vulnerabilities in our system. This was identified by us in July 2021 and this is why we invested in the SIEM system. Common angle also reviewed and confirmed we have the best protection in place.

**33. Eden:** Mrs. Espinoza provided an update with Eden. We have completed the staff and family Warmth Surveys and information is being compiled.

**34. Closed session:** Mrs. Civile made motion to enter in closed session, Mr. Bontrager supported the motion, which passed by an all yea vote.

- **The meeting entered closed session at 11:09am**
- **The meeting exited closed session at 11:53am.**

**35. Next Meeting date:** March 18, 2022 at 10:00am

**36. Adjourn:** Mrs. Civile made motion to adjourn the meeting, Mr. Bontrager supported the motion, which passed by the consensus.

The meeting adjourned at 11:54 am.

*Londa Knapp 4/15/22*  
*Shane Espinoza 4/29/2022*