

**Pleasant View Shiawassee County Medical Care Facility  
Shiawassee County Health and Human Services Board Meeting Minutes  
January 21, 2022**

**Call to Order:** Mrs. Civile called the meeting to order at 10:04 am. The following were in attendance: Londa Knauff (Chair)(remote), Cindy Civile (co-chair), Greg Bontrager (Member), Shana Espinoza (Administrator)(remote) Marque Wenzlick (Administrative Assistant to the Administrator) , Sandy Lamb (Human Resource Manager), Theresa DeLau (Director of Nursing), Kelly Knieper (Business Office Manager), Amy Conklin (Lifer enrichment Director), Cheri Gokee (Dietary Manager)(remote), Tabitha Woodruff (Central Supply Manager) David Skuczaz (IT), Talenna Ackels (Infection Control/ADON) (remote) and Phil Alt (Contracted CFO).

1. **Absence:** Londa Knauff was listening remotely and not voting and her absence is reflected as excused by the board members present.
2. **Employee Spotlight:** Mrs. Baldwin presented the November employee spotlight.
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 December 17, 2021 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 December 17, 2021 board meeting, Mr. Bontrager supported the motion, which passed by an all yea vote.

-Mrs. Civile made the motion to approve the second closed session meeting minutes of the December 17, 2021 board meeting. Mr. Bontrager supported the motion, which passed by an all yea vote.

-Mrs. Civile made motion to approve the third closed session meeting minutes of the December 17, 2021 board meeting. Mr. Bontrager supported the motion, which passed by an all yea vote.

4. **Public Participation:** None

5. **Conflict of Interest Disclosure statement:** Mrs. Espinoza presented the conflict of interest disclosure statement. This is a updated document signed yearly by each board member.

6. **Pandemic- Update:** Matters pertaining to the pandemic were discussed as follows:  
**COVID 19 cases in the facility:** Mrs. Espinoza stated we have several positive cases that have been identified since 1/14/2022. One resident has tested positive at this time which was traced back to a positive family member. 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.

**Financials:** Mrs. Espinoza stated our costs for 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

**COVID Relief (CR) Application:** Mrs. Espinoza mentioned as a tier 2 facility we can admit COVID positive residents. We have admitted a total of 27 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 that the vaccine mandate is no longer on hold and the first dose of the vaccine is due by January 27, 2022. Currently we have 77.97% of staff vaccinated, and 31% are already boosted. Approximately 16% have approved exemptions.

7. **Marketing/PR/Admissions:** Mrs. Baldwin presented we continue to assess our census vs our staffing ability. We have also been working with Memorial to help supply a place to go for COVID cases in our community. January has been trending down in date. December we admitted 6 positive cases and January we have admitted 3 positive residents so far. We are now an EDEN certified home. Also we have partnered with Salvation Army who will be donating books and magazines to our residents and Ladies with Babies who will provide babies for our residents at the facility.
8. **Star rating with CMS:** Mrs. Espinoza updated everyone we still continue to be a five star facility. At the beginning of January 2022 we are required to report the percent of Nursing staff and number of Administrators who have stopped working at the facility in a 12 month period. In addition they will be posting weekend staffing data as well.
9. **Retention Credit:** Mr. Alt presented some key components of the retention credit and calculations have been performed, yielding a credit for the period of January 2021 to September 2021 for \$4.6 million. This is to be expected to be a 6 to 8 week task and it could take up to 6 months for the refund due to the IRS backlog. Will keep the board updated if any refunds occur.
10. **Reports related to COVID-19:** None at this time.
11. **Cost Report:** Mr. Alt 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. Different options will be discussed and voted upon next board meeting.
12. **Financial Report:** Mr. Alt presented the unaudited November 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 November 2021 financials, Mr. Bontrager supported motion, which passed by an all yeas vote.

13. **Accounts Payable:** Mrs. Espinoza presented the check registers for the pay period dated 12/11/2021-12/24/2021 and 12/25/2021-1/7/2022.

-Mrs. Civile made the motion to approve payment of check register date of 12/24/2021 in the amount of \$589,345.15 and Mr. Bontrager support, which passed by an all yeas vote.

-Mr. Bontrager made the motion to approve payment of check register dated 1/7/2022 in the amount of \$255,162.35, Mrs. Civile supported the motion, which passed by an all yeas vote.

14. **Payroll:** Mrs. Lamb presented the payroll summaries for pay periods dated 11/22/2021-12/5/2021, 12/6/2021-12/19/2021 and 12/20/2021-1/2/2022. Also the breakdown for the \$2.25/hour increase for direct care employees. Also COVID pay ended on 12/21/2021 and now employees will need to use PTO, work-remote or short term disability if applicable.

-Mrs. Civile made motion to approve payroll summaries for the dates of 11/22/2021-12/5/2021 in the amount of \$438,700.30. Mr. Bontrager supported the motion, which passed by an all yeas vote.

-Mrs. Civile made motion to approve payroll summaries for the dates 12/6/2021-12/19/2021 in the amount of \$411,694.53, Mr. Bontrager supported the motion, which passed by an all yeas vote.

-Mrs. Civile made motion to approve payroll summaries for the dates 12/20/2021-1/2/2022 in the amount of \$470,973.78, Mr. Bontrager supported motion, which passed by an all yeas vote.

15. **Occupancy data comparison:** Mrs. Espinoza presented the graph from 12/2020 to 12/2021, which daily census is higher than 2020, but this also there is a higher number of discharges when compared to 2020.
16. **Write Offs:** There are no write offs for this month.
17. **Write offs less than \$500:** There are no write offs under \$500 this month.
18. **AR Reconciliation:** Mrs. Knieper presented the AR reconciliation form.
19. **State: Operations- State:** Mrs. Espinoza states we have one outstanding FRI and we are awaiting our annual survey any date.
20. **Updated policies:** Mrs. Espinoza mentioned that the Coronavirus policy is continuously being revised and has not been updated since last meeting. As of this morning the updated Coronavirus policy has been revised and is awaiting my signature along with Talenna Ackels. Healthcare workers can return on day 7 with a negative test, if still positive quarantine will be extended to day 10 and workers will not be tested for 90 days. Also the Federal Grant Program policies which was recommended by CFO, Phil Alt to help with compliance in awards and single audits have been adopted.
21. **Updated contracts:** None at this time. Policies have been adopted.
22. **Incident/Accident Report data:** Mrs. Delau presented incident and accident reports from October 2021 through December 2021.
23. **457 Nationwide plans:** Mrs. Espinoza states this was approved at a previous meeting, we were waiting on clarification on who signs the next forms to continue. This has been clarified and we are now moving forward with the process.
24. **Work Comp Settlement:** Mrs. Espinoza states this work comp settlement due to a back injury from October 2018. We did our own medical evaluation and did find some changes to be pre existing and most likely sustained a strain at the time of the injury. To avoid future medical cost our attorney recommends we offer a settlement in the amount of \$13,350.

-Mrs. Civile made motion to approve the settlement agreement for JD in the amount not to exceed \$13,350. Mr. Bontrager supported motion, which passed by an all yeas vote.

25. **Longevity Bonus Error:** Mrs. Espinoza explained in the December board meeting there was a vote to approve the longevity bonus which was reported at 5% when it should have read 4.5%. Corrected scale was provided.
26. **Plant Operations Concerns list:** Mr. Smithingell presented all concerns and plans for the month of January, including update on new facility van.
27. **Van:** Mr. Smithingell reported that it was discussed and voted in 2021 to purchase a new facility van. We received notice that we were unable to be supplied with a 2021 model and we are recommending a 2022 model and the cost difference could be up to \$2800.00.

- Mrs. Civile made motion to proceed with ordering a 2022 Ford transit van in the amount not to exceed \$60,000. Mr. Bontrager supported motion, which passed by an all yea vote.

**28. Quality Measure Report:** Mrs. Delau presented the latest CASPER report.

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

**30. Dietary:** Mrs. Gokee reported the recent survey completed by residents for a meal choice which was taco salad on 1/19/22. The second repair has been completed to the mixer, and Dietary is also restructuring the management team due to a recent loss of a CDM.

**31. Medicaid Outstanding Worker Quarterly Report:** Mrs. Knieper presented the DHHS Quarterly report and from the period of 10/1/21-12/31/21.

**32. Central Supply:** Mrs. Woodruff presented a summary for a new PO system purchase which CS will benefit regarding technology and organization of orders. This month there has been an increase with back order items. There is a list of back order items which changes frequently and there is no rhyme or reason what items are back ordered and for how long.

**33. TV replacement:** Mr. Skucz as reported to the board about the new TV replacement throughout the facility due to the high volume use in the facility and the current TVs do not have consistent technical capabilities. This was planned in the 2022 budget as a capital expenditure. Discussion occurred to also proceed with a 5 year extended warranty with a new amount of \$181,003.25.

- Mrs. Civile made motion to approve the TV replacement in the new amount of \$181,003.25, Mr. Bontrager supported motion, which passed by an all yea vote.

**34. Computer Replacement Schedule:** Mrs. Espinoza presented a schedule to replace the computers in the facility which is on a 4 year rotating quarterly basis. Plan to keep the same schedule and will bring up any changes if needed.

- Mr. Bontrager made motion to approve 4 year computer replacement schedule and plan, Mrs. Civile supported motion, which passed by an all yea vote.

**35. Eden:** Mrs. Espinoza provided an update with Eden. We have completed the staff and family Warmth Surveys and now are being uploaded at this time.

**36. 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 11:15am**
- **The meeting exited closed session at 11:34am.**

**37. Next Meeting date:** February 18, 2022 at 10:00am

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

The meeting adjourned at 11:35 am.

*Londa Knauff 4/15/22*  
*Shaw 4/29/2022*