

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

Call to Order: Mrs. Knauff called the meeting to order at 10:00 am. The following were in attendance: Londa Knauff (Chair), Cindy Civile (co-chair), Shana Espinoza (Administrator) Marque Wenzlick (Administrative Assistant to the Administrator) , Sandy Lamb (Human Resources), Amy Conklin (Activities), Theresa DeLau (Director of Nursing)(remote), Jeff Smithingell (Plant Operations), Kelly Knieper (Business Office Manager), Cheri Gokee (Dietary Manager), Tabitha Woodruff (Central Supply Manager) Michael Miller (IT), Talenna Ackels (Infection Control/ADON).

- 1. Recommend approval of Board member, Greg Bontragers' absence.**
- 2. Employee Spotlight:** To be presented next month.
- 3. 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 June 17, 2022 DHHS Board Meeting, Mrs. Knauff supported the motion, which passed by consensus.
- Mrs. Civile made motion to approve the first closed session meeting minutes of the June 17, 2022 board meeting, Mrs. Knauff supported the motion, which passed by consensus.

4. Public Participation: None

5. MERS: Mrs. Espinoza stated that the facility continues to work on the Defined Benefit Plan Adoption agreement.

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 7/13/2022. We are currently in outbreak. Last resident who tested positive was on 7/11/2022. 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 196 staff and 65 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 may be extended to September 2023, nothing is official at this time.

COVID Admissions: Mrs. Espinoza mentioned as a tier 2 facility we can admit COVID positive residents. We have admitted a total of 50 residents with COVID. Majority comes from Memorial.

Visitors: Mrs. Espinoza explained we continue to request appointments for visitors along with a 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. We continue on vendor needs at this time.

7. **Marketing/PR:** Mrs. Baldwin presented an update. We have increased our advertisements and we are preparing for our interviews with DLP photo for updated commercials. CRT is still meeting and continuing to increase relationships in the community. CRT also hosted a Fun day for all employees which included giveaways, played Family Feud and piggybacked off the Resident picnic and enjoyed grilled hotdogs and hamburgers. Continuing to get testimonials and vendor information for upcoming support for the 2024 millage.
8. **Star rating with CMS:** Mrs. Espinoza updated everyone that we still continue to be a five-star facility. It is no longer frozen, our last cite was a 'G' level which could knock it down. Will keep board updated.
9. **Retention Credit:** As previously discussed, we are waiting on receipt for employee retention tax credits claimed on amended 941s filed in January. May have an update next month!
10. **Financial Report:** Mrs. Espinoza presented that moving forward Mrs. Knieper will present the financials monthly. Contracted CFO will attend meetings as needed. Mrs. Knieper presented the unaudited May 2022 financial statements, including a balance sheet, income statement and month end recap. Discussion occurred at meeting.

- Mrs. Civile made motion to approve the unaudited May 2022 financials, Mrs. Knauff sup/ported motion, which passed by consensus.

11. **Accounts Payable:** Mrs. Espinoza presented the check registers for the pay period dated 5/28/2022-6/10/2022 and 6/11/2022-6/24/2022.

- Mrs. Civile made motion to approve payment of check register date of 6/10/2022 in the amount of \$356,934.69 and Mrs. Knauff supported the motion, which passed by consensus.

-Mrs. Civile made the motion to approve payment of check register dated 6/24/2022 in the amount of \$739,202.29. Mrs. Knauff supported the motion, which passed by consensus.

12. **Payroll:** Mrs. Lamb presented the payroll summaries for pay periods dated 5/23/2022-6/5/2022 and 6/6/2022-6/19/2022. 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 5/23/2022-6/5/2022 in the amount of \$481,475.01. Mrs. Knauff supported the motion, which passed by consensus.

-Mrs. Civile made motion to approve payroll summaries for the dates 6/6/2022-6/19/2022 in the amount of \$409,871.02. Mrs. Knauff supported the motion, which passed by consensus.

13. **Occupancy data comparison:** Mrs. Espinoza presented the graph from 6/2021 compared to 6/2022, which 2022 census is lower than 2021. There was also a higher number of discharges when compared to 2021.

14. **Write Offs:** There are no write-offs this month.

15. **Write offs less than \$500:** There are no write-offs less than \$500 this month.

16. **AR Reconciliation:** Mrs. Knieper presented the AR reconciliation form.

- 17. State:** Mrs. Espinoza updated that the plan of correction for the survey exit date of 6/9/2022 is still on going. We are waiting for the state to clear us. We also filed an IDR to dispute one of the citations. Due to the citation we received we entered a denial of payment on 7/9/2022. Residents newly admitted are signing forms required. Discussion occurred at meeting for our outstanding FRI due to a care plan failure. We were cleared for life safety.
- 18. Pepper Report:** Mrs. Espinoza explained that the PEPPER report is for evaluating payment patterns in an electronic report. This report is completed yearly and our pepper report shows a higher rate in High PT and OT case mix. This does not mean the use is inappropriate. Will be important to monitor so documentation supports the need. Monitoring will occur with oversight from Axis. No concerns from the board.
- 19. Updated policies:** Mrs. Espinoza mentioned that we have created a new Front Entrance Safe Entry Policy due to concerns with the world and violence. 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 April 2022 through June 2022.
- 21. Staffing Update:** Mrs. Espinoza explained that in the dietary department we have determined it would be ideal to have our CDMs (Certified Dietary Managers) test to become registered Dietetic Technicians. This will free up some of the time and oversight. Cost is minimal for testing. We also developed a schedule with department heads for ideal days to pull CNA staff out of other department to work the floors.
- 22. Administrator Succession Planning:** Mrs. Espinoza explained as requested by the board, facility has looked at options for Administrator succession planning. Currently the DON is getting her test set up for her full license. Lengthy discussion ensued. Discussed that there are staff interested in testing. Board expressed desire for those individuals to have conditions if approved for testing. Administrator will review potential options. Board expressed satisfaction with the presented policy. Discussion tabled until next month.
- 23. Air Mattress and Assist Rail Purchase:** Mr. Smithingell states that the facility is seeing an increase for the need of air mattresses and assist rails on the beds. The total budget for this years beds was for \$120,000, out of that total we have used \$106,466.60. With the remainder we would like to purchase the air mattresses, motors and assist rails. The total cost for this would be \$12,927.81 with \$13,500 left in the budget.

 - Mrs. Civile made motion to vote to purchase air mattresses, motors and assist rails in the amount of \$12,927.81. Mrs. Knauff supported the motion, which passed by consensus.
- 24. Plant Operations Concerns list:** Mr. Smithingell presented all concerns and plans for the upcoming month.
- 25. Quality Measure Report:** Mrs. Delau presented the latest CASPER report.
- 26. Dialysis:** Mrs. Espinoza explained she has met with Memorial. Priority is high and this continues to be worked on. Discussion occurred at meeting.
- 27. Planned Activities:** Mrs. Conklin presented a list of activities planned for July 2022, pending pandemic.
- 28. Dietary:** Mrs. Gokee reported an update in dietary. According to our Gordons representative wholesale is showing a 15.44% increase, but it is a percentage lower than the last report. The diner made homemade peanut butter cookies and banana and cherry bread for the residents snack cart. We had our facility picnic this month.

- 29. Attorney:** Mrs. Espinoza states that we are working on a trial with a company called Kreis Enderle. Our facility is not committed to any amount of work nor a length of time. The cost is \$50 less an hour than we currently pay for the average legal assistance. Will keep the board updated.
- 30. Billing:** Mrs. Espinoza stated as discussed in last meeting we are assessing the out sourcing for billing again. We still plan to hire an in-house biller to oversee the outsourced billing. We are compiling information and will present at a future meeting.
- 31. Central Supply:** Mrs. Woodruff presented a summary for Central Supply, additional discussions are being scheduled with more companies and looking at how they can better assist us with needs along with cost. We are seeing delays in deliveries. We have started the process for the sling change out at the end of July. Audits on RESMED machines were completed
- 32. IT:** On 7/1/2022 a part of our SAN server failed. Due to redundancies in our system, our operations continue to run properly. This system cannot continue to run this way for long. The solution was worked through Common Angle with our internal team. It was determined that the best solution is to renew the Dell Warranty to handle this and any future failures and due to the age of the server. The cost was \$8,637.99. Due to the urgent nature of the situation, the quote was already submitted.

-Mrs. Civile made motion to approve the Dell Warranty extension in the amount of \$8,637.99, Mrs. Knauff supported the motion, which passed by consensus.

- 33. Closed session:** Mrs. Civile made motion to enter 1st closed session, Mrs. Knauff supported the motion, motion carried with 2 yeas: Londa Knauff and Cindy Civile.

- The meeting entered 1st closed session at 11:59 am.
- The meeting exited 1st closed session at 12:09 pm.

- 34. Closed session:** Mrs. Civile made motion to enter 2nd closed session, Mrs. Knauff supported the motion, motion carried with 2 yeas: Londa Knauff and Cindy Civile.

- The meeting entered 2nd closed session at 12:09 pm.
- The meeting exited 2nd closed session at 12:17 pm.

35. Next Meeting date: August 19, 2022 at 10:00am

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

The meeting adjourned at 12:18 pm.

Londa Knauff