

**Pleasant View Shiawassee County Medical Care Facility
Shiawassee County Health and Human Services Board Meeting Minutes
June 17, 2022**

Call to Order: Mrs. Knauff called the meeting to order at 10:01 am. The following were in attendance: Londa Knauff (Chair), Cindy Civile (co-chair), Greg Bontrager (Member), Shana Espinoza (Administrator) Marque Wenzlick (Administrative Assistant to the Administrator) , Sandy Lamb (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:** Mrs. Baldwin presented the employee spotlight for this month.
2. **Approval of the Shiawassee County Medical Care Facility/Shiawassee County Department of Health and Human Services Board Meeting Minutes:**
 - Mr. Bontrager made motion to approve the meeting minutes of the May 20, 2022 DHHS Board Meeting, Mrs. Civile supported the motion, which passed by consensus.
 - Mrs. Civile made motion to approve the first closed session meeting minutes of the May 20, 2022 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 May 20, 2022 board meeting, Mrs. Civile 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.
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 6/15/2022. We are currently in outbreak. Last resident who tested positive was on 6/7/2022. We continue twice 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 184 staff and 64 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.
 - COVID Admissions:** Mrs. Espinoza mentioned as a tier 2 facility we can admit COVID positive residents. We have admitted a total of 49 residents with COVID.

Visitors: Mrs. Espinoza explained per approval with our Health Department 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.

6. **Admissions Update:** Mrs. Baldwin explained that our new admission coordinator is settling in well. We continue to have discussions with Memorial on our admissions process. We continue to receive COVID referrals.
7. **Marketing/PR/Admissions:** Mrs. Baldwin presented an update. We continue to develop relationships in the community. CRT continues to meet monthly to discuss different events and community engagement. Donations were also delivered to the First United Methodist Church in New Lothrop this week. We also posted an article on Facebook about a resident who was granted a request for a pool table which gained a lot of momentum on social media.
8. **Star rating with CMS:** Mrs. Espinoza updated everyone we still continue to be a five-star facility.
9. **Community Relations Team (CRT) Funds Transfer:** Mrs. Espinoza explained the transfers of funds related to CRT expenses. We have transferred the total expenses back to the operating fund so staff recognition expenses are not being expensed through the general operating funds.
10. **Retention Credit:** As previously discussed, we are waiting on receipt for employee retention tax credits claimed on amended 941s filed in January. No new update this month.
11. **2021 Audit Result Responses:** Management is presenting two policies titled "Electronic Transaction policy and Capitalization of Fixed Assets due to response for the 2021 Audit previously discussed at last meeting. Also discussed the written summary communication.

-Mr. Bontrager made motion to approve the Electronic Transactions Policy and Capitalization of Fixed Assets polices as written, Mrs. Civile supported motion, which passed by consensus.

12. **2021 Internal Financial Reporting:** December 2021 financial statements were presented at the February 2022 board meeting, since that date there were adjustments made to finalize the 2021 reporting.
13. **Financial Report:** Mr. Alt presented the unaudited April 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 April 2022 financials, Mrs. Knauff supported motion, which passed by consensus.

14. **Accounts Payable:** Mrs. Espinoza presented the check registers for the pay period dated 4/30/2022-5/16/2022 and 5/14/2022-5/27/2022.

- Mrs. Civile made motion to approve payment of check register date of 5/13/2022 in the amount of \$576,841.72 and Mr. Bontrager supported the motion, which passed by consensus.

-Mrs. Civile made the motion to approve payment of check register dated 5/27/2022 in the amount of \$569,176.13. Mr. Bontrager supported the motion, which passed by consensus.

- 15. Payroll:** Mrs. Lamb presented the payroll summaries for pay periods dated 4/25/2022 to 5/8/2022 and 5/9/2022 to 5/22/2022. Also, the breakdown for the \$2.25/hour increase for direct care employees. You will see an increase due to longevity and bonus pay to avoid mandating.
- Mr. Bontrager made motion to approve payroll summaries for the dates of 4/25/2022-5/8/2022 in the amount of \$419,918.77. Mrs. Civile supported the motion, which passed by consensus.
- Mrs. Civile made motion to approve payroll summaries for the dates 5/9/2022-5/22/2022 in the amount of \$409,936.11. Mr. Bontrager supported the motion, which passed by consensus.
- 16. Occupancy data comparison:** Mrs. Espinoza presented the graph from 5/2021 to 5/2022, 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.
- 17. Write Offs:** There are no write-offs this month.
- 18. Write offs less than \$500:** There are no write-offs less than \$500 this month.
- 19. AR Reconciliation:** Mrs. Knieper presented the AR reconciliation form.
- 20. State:** Mrs. Espinoza updated that State arrived at our facility for the annual survey. They also reviewed outstanding FRI's. They left on 6/9/22 with three concerns and a plan of correction is underway.
- 21. 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. The PTO policy was revised to include clarification for time off for each department. The phone policy was revised to clarify usage of cell phones. Mileage policy was revised due to IRS increasing mileage reimbursement to .625 cents/mile effective July 1, 2022. No concerns from the board.
- 22. Incident/Accident Report data:** Mrs. Delau presented incident and accident reports from March 2022 through May 2022.
- 23. Part-Time Administrative Staff:** Mrs. Espinoza explained that as we continue to assess the best way to proceed with staffing challenges, we have identified that having part time staff members who can be crossed trained in a variety of roles could be beneficial. With numerous positions available this will not rise above our budget and will help decrease OT for full time administrative staff.
- 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 states there has not been progress since last meeting due to other working matters in the facility. Priority is high and will be worked on soon. Mrs. Espinoza has a meeting with CEO of Memorial. Will keep board updated.
- 27. Planned Activities:** Mrs. Conklin presented a list of activities planned for June 2022, pending pandemic.
- 28. Dietary:** Mrs. Gokee reported an update in dietary. Celebrated Memorial Day with residents choice meal. On 6/1 there were home made baked goods in the diner. We are planning for a Fourth of July cookout for residents and staff. Recently dealt with the Jif peanut butter recall and we did have a few cases in-house. These were discarded and we received credit from our vendors.

29. **Collections Attorney:** Mrs. Knieper explained that we are working with setting up a trial with a new attorney firm to work on a few cases. Will keep the board posted.
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. Our current in-house biller will be departing in July, we are still looking to fill the position.
31. **Central Supply:** Mrs. Woodruff presented a summary for Central Supply, we are continuing to Audit weekly. We are seeing delays in deliveries.
32. **IT:** TV shipment has arrived and we are waiting on Vendor for an installment date. Will keep board updated. We may start the installation ourselves if vendor cannot install in a timely manner.
33. **Closed session:** Mrs. Civile made motion to enter closed session, Mr. Bontrager supported the motion, motion carried with 3 yeas: Londa Knauff, Greg Bontrager and Cindy Civile (remote)
- The meeting entered 1st closed session at 11:19 am
 - The meeting exited 1st closed session at 12:28 am
34. **Next Meeting date:** July 15, 2022 at 10:00am
35. **Adjourn:** Mr. Bontrager made motion to approve Mrs. Civile supported the motion, which passed by the consensus.

The meeting adjourned at 12:29pm.

Londa Knauff 7-15-22
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