

**Pleasant View Shiawassee County Medical Care Facility
Shiawassee County Health and Human Services Board Meeting Minutes
March 25, 2022**

Call to Order: Mrs. Civile called the meeting to order at 10:05 am. The following were in attendance: Cindy Civile (co-chair), Greg Bontrager (Member), Londa Knauff (remote), Shana Espinoza (Administrator) Marque Wenzlick (Administrative Assistant to the Administrator) , Chasity Nelson (Human Resources), Erika Tomac (Activities), Theresa DeLau (Director of Nursing), Kelly Knieper (Business Office Manager), Cheri Gokee (Dietary Manager)(remote), Tabitha Woodruff (Central Supply Manager) Michael Miller (IT), Talenna Ackels (Infection Control/ADON) and Phil Alt (remote)(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:** Will present the next employee spotlight 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 the motion to approve the meeting minutes of the February 18, 2022 DHHS Board Meeting, Mr. Bontrager supported the motion, which passed by an all yeas vote.

-Mrs. Civile made the motion to approve the first closed session meeting minutes of the February 18, 2022 board meeting, Mr. Bontrager supported the motion, which passed by an all yeas 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. Last positive case was 3/1/2022. We are currently out of outbreak. We still test twice weekly for all staff who are not fully vaccinated. We are currently using various testing kits due to stock and shipment and what is delivered. Residents who are vaccinated are at 85% and staff are at 81% vaccinated with the remainder having approved exemptions on file.

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 will also be performing a single audit in addition to a general purpose audit.

COVID Admissions: Mrs. Espinoza mentioned as a tier 2 facility we can admit COVID positive residents. We have admitted a total of 38 residents total. Last Covid case in a resident was 3/16/22 and we do not currently have any positive cases in our facility.

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. Screening is required but visitors do not have to test. We still are monitoring how many people are in our facility at a time.

Vaccine Development: Mrs. Espinoza presented an update we still continue to work with our health department. All our employees are vaccinated or exempted. We are working on vendor needs at this time.

6. **Admissions Update:** Mrs. Baldwin explained our last Covid positive resident was 3/16/2022. As of right now we do not have any positive cases in the residents. We are in the process of cleaning up our wait list. Currently working with Memorial Healthcare for future referrals and admissions. Will keep the board updated.
7. **Marketing/PR/Admissions:** Mrs. Baldwin presented an update. April is volunteer month and CRT will be volunteering at Shiawassee Council on Aging to help with their Easter party. CRT is also hosting hula hoop work outs every Monday and Wednesday. We are updating our brochures and website. We are working on the April newsletter. We had a meeting with Memorial to review admissions processes.
8. **Star rating with CMS:** Mrs. Espinoza updated everyone we still continue to be a five-star facility.
9. **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.
10. **Financial Statement Audit:** The financial statement audit has begun on 2/14/2022 and is expected to be done in early April 2022. Additional information will be provided to the DHHS board. A full report will be presented to the board once finished.
11. **Financial Report:** Mr. Alt presented the unaudited January 2022 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 January 2022 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 2/5/2022 to 2/18/2022 and 2/19/2022 to 3/4/2022.

-Mrs. Civile made the motion to approve payment of check register date of 2/18/2022 in the amount of \$509,877.31 and Mr. Bontrager support, which passed by an all yea vote.

-Mrs. Civile made the motion to approve payment of check register dated 3/4/2022 in the amount of \$965,682.51, Mr. Bontrager supported the motion, which passed by an all yea vote.

13. **Payroll:** Mrs. Espinoza presented the payroll summaries for pay periods dated 1/31/2022 to 2/13/2022 and 2/14/2022 to 2/27/2022. 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 1/31/2022 to 2/13/2022 in the amount of \$431,852.18. Mr. Bontrager supported the motion, which passed by an all yea vote.

-Mrs. Civile made motion to approve payroll summaries for the dates 2/14/2022 to 2/27/2022 in the amount of \$424,550.43. Mr. Bontrager supported the motion, which passed by an all yea vote.

14. **Occupancy data comparison:** Mrs. Espinoza presented the graph from 2/2021 to 2/2022, which 2022 census is higher than 2021, but this also there is a higher number of discharges when compared to 2021.
15. **Incident/Accident Report data:** Mrs. Delau presented incident and accident reports from December 2021 through February 2022.
16. **Write Offs:** Mrs. Espinoza presented the five write-offs in the amount of \$23,492 and discussion occurred at the meeting.

-Mrs. Civile made motion to approve write-offs as written totaling \$23,492. Mr. Bontrager supported them motion which passed an all yea vote.

17. **Write offs less than \$500:** There are a total of four write-offs, discussion occurred at the meeting. No need for vote as they are all under \$500.00.
18. **AR Reconciliation:** Mrs. Knieper presented the AR reconciliation form.
19. **State: Operations- State:** Mrs. Espinoza states we have three outstanding FRI and we are awaiting our annual survey any date.
20. **Accushield:** Mrs. Espinoza stated our services were already approved. It did not come with stands for the devices. The additional cost for that was \$548.00. Visitors are still required to do a small education piece. Staff are pleased with this product and we are seeing a large amount of time saving with it.
21. **CMS-** Mrs. Espinoza reported from the Presidents administration there will be additional oversight of nursing homes due to "Quality" concerns. They will be more focused on staffing issues and imposing new staffing minimum requirements.
22. **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 Donation policy to clarify the process for receipts so it can be used for tax purposes. Record retention and destruction policy was also revised from 2017.
23. **Updated contracts:** Mrs. Espinoza states we have revised our Admissions contract with legal completing the review for Medicare/Medicaid and for private pay. This creates better protection if legal matters arise during the admission process.

-Mrs. Civile made motion to approve admission contract as written. Mr. Bontrager supported motion, which passed by an all yea vote.

24. **457 Nationwide plans:** Mrs. Espinoza states 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. Blackout letters have already been mailed and there is no other updates at this time.
25. **Boiler Addition:** Mr. Smithingell requested a change to the boiler system discussed at previous board meeting, to service the existed hot water system that serves the laundry facilities. The current boiler we have in place is not running properly and the additional one we ordered is 90 days out. The current issue is the potential for a carbon monoxide leak. There is a small amount that has been located in the boiler tank and a safety plan as been put into place. This morning prior to the board meeting we were contacted by William E. Walter and are recommending replacing the entire system with a different system which would be most effective, safest and quickest way to resolve this issue.

-Mr. Bontrager made motion to approve the whole boiler system, not to exceed \$60,000. Mrs. Civile supported motion which passed by an all yeas vote.

26. **Plant Operations Concerns list:** Mr. Smithingell presented all concerns and plans for the month of March.
27. **Quality Measure Report:** Mrs. Delau presented the latest CASPER report.
28. **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 was reviewed by legal and retired individual will be hired back to train current Social workers for 1 year. This will not set precedence for post-retirement benefits and she will get insurance through COBRA. Discussion also occurred to perform quarterly evaluations during the course of this training period.
29. **Dialysis:** Mrs. Espinoza explained we have received notice from the local dialysis company from the Owosso branch has part ownership with two physicians now. They are now restructuring what insurances they work with now. One of our residents currently has to be taken to St. Johns. If we take a patient who can not get treatment at Owosso we will have to transport to Flint or St. Johns. In addition, they stated there could be a delay in starting treatment while insurance is verified. This causes a concern of admitting dialysis residents. Discussions have started with Memorial.
30. **Planned Activities:** Mrs. Tomac presented a list of activities planned for April 2022, pending pandemic.
31. **Dietary:** Mrs. Gokee reported an update in dietary. For the month of March homemade Carmel corn was served in the diner, along with frosted shamrock cookies. Spring/Summer menu is being revised and will go live in May.
32. **Vaccine:** Mrs. Woodruff explained a shipment of vaccines was delivered to us. The vendor had changed to process without notifying us, which led to the vaccines being left and unattended and lost temp. This is whole shipment had to be discarded and CS worked with the vendor to recuperate the cost.
33. **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 are currently looking at new vendors that can match or beat prices on equal or better products.
34. **Printer Contractor:** Mrs. Espinoza reported our current contract with Kraft is expiring and we have researched other companies to use for better cost and improved customer service. It was recommended to use Brady's Business Systems, for a 5-year contract with limited clause to end services, following legal review of the contract.

-Mrs. Civile made motion to approve services with Brad's Business Systems for a 5-year contract following legal review, Mr. Bontrager supported motion, which passed by an all yeas vote.

35. **Eden:** Mrs. Espinoza provided an update with Eden. All surveys are completed.
36. **Closed session:** Mrs. Civile made motion to enter in closed session, Mr. Bontrager supported the motion, which passed by an all yeas vote.
 - **The meeting entered closed session at 11:38 am**
 - **The meeting exited closed session at 11:48 am.**

37. **Next Meeting date:** April 15, 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 12:08 pm.

Londa Knapp
Shera E. Admin 4/29/2022

