

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

Call to Order: Mrs. Knauff called the meeting to order at 10:04 am. The following were in attendance: Londa Knauff (Chair), Cindy Civile (co-chair), Greg Bontrager (Board member), Shana Espinoza (Administrator) Marque Wenzlick (Administrative Assistant to the Administrator) , Sandy Lamb (Human Resources), Rachel Baldwin (PR/Marketing), Amy Conklin (Activities), Theresa DeLau (Director of Nursing)(remote) ,Jeff Smithingell (Plant Operations), Kelly Knieper (Business Office Manager), Jackie Grams (Dietary), Tabitha Woodruff (Central Supply Manager), David Skucz as (IT), Phil Alt (Contracted CFO)(remote).

1. **Employee Spotlight:** Will present next 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 September 16, 2022 DHHS Board Meeting, Mrs. Civile supported the motion, which passed by consensus.
- Mr. Bontrager made motion to approve the closed session meeting minutes of the September 16, 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. Legal is assisting.

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 in staff was 10/20/2022. Last resident who tested positive was on 10/16/2022. 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 219 staff and 72 residents.

Financials: Mrs. Espinoza stated programs supporting COVID related expenditures continue to provide funding for Pleasant View. Also the direct care worker wage increase continues to be tracked. We continue to submit request for testing reimbursement. Direct care worker wage increase continues through September 2023.

COVID Admissions: Mrs. Espinoza mentioned as a tier 2 facility we continue to admit COVID positive residents. We have admitted a total of 59 residents with COVID.

Visitors: Mrs. Espinoza explained we continue to request appointments for visitors along with screening. 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.

Updates on requirements: Mrs. Espinoza stated there was an announcement to changes regarding COVID, primarily to testing and masks. Changes are contingent to our county transmission level. Due to our Tier 2 status we can still admit Covid positive residents and have a Covid unit. If exposed, it is recommended to test on days 1, 3 and 5.

6. Quality Measure Report: Mrs. DeLau presented the latest CASPER report.

7. Dialysis: Mrs. Espinoza explained the full review of on site dialysis options is now complete. We were able to review three potential partners. We continue to work with potential contractors for pricing and construction needs. Discussion ensued that we are unable to get a quote from many companies, but we did get a quote from Memorial and discussion to not have construction exceed \$115,000. Mr. Bontrager recused himself from this vote regarding construction.

- Mr. Bontrager made motion to approve on site dialysis services with Concerto, (contract to be signed by legal and approval of Construction cost.) Mrs. Civile supported the motion which passed by consensus.
- Mrs. Civile made motion to approve construction with Memorial Construction not to exceed \$115,000. Mrs. Knauff supported motion, which passed by consensus.

8. Marketing/PR: Mrs. Baldwin provided an update in Marketing/PR. We continue our preparation for our upcoming Millage. CRT is hosting a Halloween costume parade on October 25th. The chapel has been relocated. We also met with Memorials' Talent Management Director to enhance our engagement within our facility.

9. Star rating with CMS: Mrs. Espinoza updated everyone that we still continue to be a five-star facility.

10. CFO Financial Report: Mr. Alt presented an update related to the financial information. Starting December 1st, Phil's rate will be increased.

11. Grants: Mrs. Espinoza explained we have submitted the applications for two grants. Recruitment and Retention grant and HVAC grant. We received notice that we were approved for the HVAC grant in the amount of \$49,987. We are starting to work with William E. Walter on this project.

- Mr. Bontrager made motion to approve HVAC project as written, Mrs. Civile supported motion, which passed by consensus.

12. Retention Credit: As previously discussed, we are waiting on receipt for employee retention tax credits claimed on amended 941s filed in January. We have received notice we should hear more by the end of October.

13. Financial Report: Mr. Alt presented the unaudited August 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 August 2022 financials, Mrs. Civile supported motion, which passed by consensus.

14. Accounts Payable: Mrs. Espinoza presented the check registers for the pay period dated 9/3/2022-09/16/22 and 9/17/2022-9/30/2022

- Mrs. Civile made motion to approve payment of check register date of 9/16/2022 in the amount of \$334,345.78 and Mr. Bontrager supported the motion, which passed by consensus.

-Mr. Bontrager made the motion to approve payment of check register dated 9/30/2022 in the amount of \$349,129.71. Mrs. Civile supported the motion, which passed by consensus.

- 15. Payroll:** Mrs. Lamb presented the payroll summaries for pay periods dated 8/29/2022-9/11/2022 and 9/12/2022-9/25/2022.

- Mr. Bontrager made motion to approve payroll summaries for the dates of 8/29/2022-9/11/2022 in the amount of \$461,454.18. Mrs. Civile supported the motion, which passed by consensus.

-Mrs. Civile made motion to approve payroll summaries for the dates 9/12/2022-9/25/2022 in the amount of \$420,159.67. Mr. Bontrager supported the motion, which passed by consensus.

- 16. Occupancy data comparison:** Mrs. Espinoza presented the graph from 9/2021 compared to 9/2022, which 2022 census is higher than 2021. 2022 average daily census is the same when compared to 2021.

- 17. Write Offs:** No write-offs this month.

- 18. Write offs less than \$500:** Mrs. Knieper presented the write-offs less than \$500, discussion occurred at the meeting. Administrator approved on 9/21/2022 with the total amount of \$288.49.

- 19. AR Reconciliation:** Mrs. Knieper presented the AR reconciliation form.

- 20. State:** As discussed, we have received a citation for failing to submit COVID data as discussed at the last meeting. We discovered there was likely a computer glitch that contributed to the error. We have created our own plan of correction to check for errors in advance of the deadline. An IDR was submitted. There are two outstanding FRI'S.

- 21. Updated policies:** Mrs. Espinoza mentioned our COVID policy along with the vaccination and visitation policies continue to be updated and are live on our website.

- 22. Incident/Accident Report data:** Mrs. Espinoza presented incident and accident reports from July 2022 through September 2022.

- 23. Staffing Update:** Mrs. Espinoza explained that discussions are ongoing with the team regarding Recruitment and Retention. Creation of an engagement team has begun. We currently have agreements with Baker College and RESD for their nurse aides to do their clinicals at our facility. We have recently signed an agreement with Michigan Works to have participants work at our facility at 29 hours per week for 3 months. At the end of three months we determine if we will hire them. These agreements have no cost to us and was reviewed by legal.

- 24. Performance and Wage Evaluation:** Yearly performance evaluations will begin soon. The review will be to see if all wages are fair and consistent with the compensation philosophy. Any increase above the standard wage scale will be brought to the board at the November/December meeting for consideration.

- 25. 80/20 Insurance Option:** Public Act 152, commonly known as the Publicly Funded Health Insurance Contribution Act, sets limits on the amounts a public employer in Michigan may pay or contribute towards the cost of a medical benefit plan for its employees and requires each

public employer to vote annually to select either the "hard cap" or the "80/20" cost sharing option set forth in the Act. This facility has historically selected the 80/20 option since this requirement was set.

- Mrs. Civile made motion to adopt the 80/20 cost sharing option set forth in PA 152 for plan year 2023, Mr. Bontrager supported motion, which passed by consensus.

26. Union Negotiations: Mrs. Espinoza explained the Union negotiations have been completed for the general unit (AFSCME Council-25 local unit #1059). This was for benefit and wages. The agreements have been reached with the assistance of Steve Girard with Warner, Norcross and Judd. Vote was completed by the union and it did pass.

- Mrs. Civile recommended motion to ratify the January 1st, 2023 reopener agreement as written for AFSCME Council 25, local unit #1059, Mr. Bontrager supported motion which passed by consensus.

27. Administrator Succession Planning: As discussed at the last meeting, terms and conditions have been considered for individuals wishing to complete the Administrator class and training. The policy has been revised with some clarification on emergent planning. This policy has been reviewed and approved by legal as well and as such this policy has been officially adopted. Legal has also reviewed and approved the process for selecting internal staff to take the Administrator class and exams. Discussion ensued in which board requested that this process be reviewed with legal to make sure it doesn't conflict with any employment contracts. It was also announced that the DON has passed her testing and is now licensed Nursing home administrator that can assist if needed.

28. Snow Blower: Our current snow blower is reaching life expectancy and is not as durable for the amount of use we have. The proposed snow blower is a different model where staff will be able to stand on the equipment which would improve efficient and staff safety. We propose SnowRator from Capital Equipment and Supply in Dewitt. This has a lead time of 3-4 weeks and delivery is included in the cost.

- Mr. Bontrager made motion to approve the purchase of the SnowRator in the amount of \$15,640. Mrs. Civile supported the motion, which passed by consensus.

29. Plant Operations Concerns list: Mr. Smithingell presented a list containing maintenance updates.

30. Planned Activities: Mrs. Conklin presented a list of activities planned for November 2022.

31. Dietary: Mrs. Grams reported an update in dietary. On October 2nd homemade Carmel corn was made in the diner for residents and staff. The week of 10/3 celebrated National Food Service Week. Halloween Festivities included frosted harvest cookies every Monday for the month of October up until Halloween. Revised Fall/Winter menus are being finalized and will start on 10/23/2022.

32. Medicaid Cost Report: The Medicaid Cost report Audit is started on 9/26/2022 for FYE 12/31/2020. On 10/5/2022, Pleasant View participated in the exit conference. This audit mainly focused on capital assets, interest borrowings, and nurse aide training and testing. Audit resulted in minor adjustments. With the filed cost report confirmed, Medicaid will issue final settlements for CPE and cost report reimbursement. Those settlements are to be expected to be minimal or potentially zero and will not be received until later 2022 or in to 2023.

- 33. Collections Attorney:** We have trialed Kreis Enderle firm. They can assist us in some situations but not all. We have had discussion regarding using local attorney Barbara Baker-Omerod for certain situations that we need quick turn around on, such as appointment of guardian. We also continue to use Lebenbom and Rothman for many cases that are complex and require knowledge of our systems. We recommend continuing to use these three attorneys for different situations that are each best suited to handle. Discussion ensued and the board agreed.
- 34. Billing:** ECS is being transitioned in and its going well. They are excellent at communicating any needed changes and to confirm what they should be doing. They handled cash reporting as of 9/1/2022 and went smoothly. We are still working through the billing process for September. In addition, they have been a great resource for some consulting needs and have answered all questions presented to them with a lot of education.
- 35. Central Supply:** Mrs. Woodruff presented a summary for Central Supply, CS completed monthly bed audit. Checking what kind of mattresses and what size bed and what call light the resident is using. The last portion of flu vaccinations were delivered. As always CS continues to work hard to supply and stock the facility for all its needs. CS celebrated CS week in the month of October.
- 36. IT- Strategic Review:** IT has begun a review process of our communications systems. Specifically they have started reviewing with the email system we currently use as a different set up has been recommended by our IT consulting firm. We are also looking at different communication systems instead of setting up an email for every employee. This review will also consider text needs in relation to some of our communication set ups we have now.
- 37. Printer/Copier Lease Buyout:** As previously approved, we have switched to the new company (Bradys Business Systems) for our printers, copiers and scanners. We did not wrap in the lease buyout from Kraft (leased by Team Financial) in to the cost with our new company. We owe the final three monthly payments of \$3,026.55, for a total of \$9,079.65.

- Mr. Bontrager made motion to approve payment of \$9,079.65 to Team Financial for buyout from Kraft, Mrs. Civile supported motion, which passed by consensus.

- 38. Closed session:** Mr. Bontrager made motion to enter closed session, Mrs. Civile supported the motion, motion carried with 3 yeas: Londa Knauff and Greg Bontrager and Cindy Civile.

- The meeting entered closed session at 11:41 am.
- The meeting exited closed session at 12:21 pm.

- 39. Next Meeting date:** November 18, 2022 at 10:00am

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

The meeting adjourned at 12:22pm.

Londa Knauff

