

**Pleasant View Shiawassee County Medical Care Facility
Shiawassee County Health and Human Services Board Meeting Minutes
December 16, 2022**

Call to Order: Mrs. Knauff called the meeting to order at 10:03 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) ,Jeff Smithingell (Plant Operations), Kelly Knieper (Business Office Manager), Cheri Gokee (Dietary), Tabitha Woodruff (Central Supply Manager), Michael Miller (IT).

1. **Employee Spotlight:** Rachel Baldwin presented employee spotlight. Bridget Smithingell was unable to attend.
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 November 18, 2022 DHHS Board Meeting, Mrs. Civile supported the motion, which passed by consensus.
 - Mrs. Civile made motion to approve the closed session meeting minutes of the November 18, 2022 board meeting, Mr. Bontrager supported the motion, which passed by consensus.
3. **Public Participation:** None
4. **Quality Measure report:** Mrs. Delau presented the CASPER report with an update.
5. **Incident/Accident Report data:** Mrs. Delau presented incident and accident reports from August 2022 through October 2022. Discussion ensued regarding community needs such as the increase in the alcohol support to residents.
6. **MERS:** Mrs. Espinoza stated that the facility continues to work on the Defined Benefit Plan Adoption agreement. Legal is assisting. Mrs. Espinoza also mentioned that the team assessed the additional MERS payment and will be submitting 3 million. Legal supported this.
7. **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 12/08/2022. Last resident who tested positive was on 12/12/2022. 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 248 staff and 95 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 65 residents with COVID.
8. **Dialysis:** Chris George was notified of their selection as the architect for the project. There is a preliminary layout in process. Once completed we will have a better timeline of

construction and will then focus on announcing the dialysis plans with the public. We continue to work on identifying the FF&E needs. Discussion occurred with Memorial to confirm our continued desire to work with their construction team.

9. **Marketing/PR:** Mrs. Baldwin provided an update in Marketing/PR. CRT has purchased holiday gifts for employees. Our 5-star exterior banner and employment were ordered. CRT created a welcome letter for new employees and Christmas cards have been mailed out.
10. **Star rating with CMS:** Mrs. Espinoza updated everyone that we still continue to be a five-star facility.
11. **MMRMA Renewal:** Mrs. Espinoza explained at our last meeting we reviewed MMRMA renewal (excluding work comp). Requested we gather more information regarding the cyber security coverage. We are also working with obtaining additional quotes to add additional coverage. Quotes are still in progress. Will have an update at next meeting.
12. **Grants:** Mrs. Espinoza explained we are still waiting to hear back from the Recruitment and Retention Grant that we applied for. Last communication we have received is that there is a significant amount of applications with cost far above their budget. No further updates. Will keep board updated.
13. **Retention Credit:** As previously discussed, we are waiting on receipt for employee retention tax credits claimed on amended 941s filed in January. It is anticipated to be received any time. Business Office manager continues to check with the IRS.
14. **OPEB Actuarial Valuation:** For the OPEB, GASB accounting standards require an actuarial valuation report to be performed every 2 years (with an update to the valuation on the year in between). For 2022 we are in need of actuary services on the retiree healthcare program (OPEB). Retiree healthcare coverage at the facility is provided through an OPEB plan where the retiree picks up 100% of the cost of the employer health insurance offered. However, since they remain in the same risk pool as existing employees, there is inherent liability/cost associated with this plan, generating the OPEB liability. We have used Watkins and Ross historically and are recommending we continue to do so as they are familiar with us. Watkins Ross proposal is \$5,900 for 2022 and \$1,900 for 2023.

-Mr. Bontrager made motion to approve the OPEB Actuarial Valuation for 2022 through Watkins Ross in the amount of \$5,900. Mrs. Civile supported motion, which passed by an all yeas vote.

-Mrs. Civile made motion to approve the 2023 GASB report through Watkins Ross in the amount of \$1,900. Mr. Bontrager supported motion, which passed by an all yeas vote.

15. **Medicaid rates:** Medicaid has released the new rate letters effective 10/1/2022. As expected, this interim rate provides a 2.5% increase to the prior rate (10/1/2021). The actual Medicaid reimbursement for 2022 and beyond will be based on filed cost reports compared to interim rates being provided (both 10/1/2021 and 10/1/2022 rate letters are "interim" rates).
16. **Financial Report:** Mrs. Knieper presented the unaudited October 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 October 2022 financials, Mrs. Civile supported motion, which passed by consensus.

17. Accounts Payable: Mrs. Espinoza presented the check registers for the pay period dated 10/29/2022 to 11-11-2022 and 11/12/2022 to 11/25/2022.

- Mrs. Civile made motion to approve payment of check register date of 11/11/2022 in the amount of \$384,857.80. Mr. Bontrager supported the motion, which passed by consensus.

-Mr. Bontrager made the motion to approve payment of check register dated 11/25/2022 in the amount of \$512,954.94. Mrs. Civile supported the motion, which passed by consensus.

18. Payroll: Mrs. Lamb presented the payroll summaries for pay periods dated 10/24/2022 to 11/6/2022 and 11/7/2022 to 11/20/2022.

- Mrs. Civile made motion to approve payroll summaries for the dates of 10/24/2022-11/6/2022 in the amount of \$422,504.84. Mr. Bontrager supported the motion, which passed by consensus.

-Mr. Bontrager made motion to approve payroll summaries for the dates 11/7/2022-11/20/22 in the amount of \$554,639.854. Mrs. Civile supported the motion, which passed by consensus.

19. Occupancy data comparison: Mrs. Espinoza presented the graph from 11/2021 compared to 11/2022.

20. Write Offs: There were eight write offs totaling \$25,008.90. Also in 2021, we wrote off approximately \$475,000. In 2022 we wrote off \$103,000 including the eight write offs this month. It was expressed that the numbers highlighted shows hard work by the entire team and how the Medicaid outstation worker is a great benefit to us. The "Plan B" process used by the social workers is also extremely helpful.

- Mr. Bontrager made motion to approve write offs as written totaling \$25,008.90. Mrs. Civile supported motion, which passed by an all yea vote.

21. Write offs less than \$500: No write-offs less than \$500 this month.

22. AR Reconciliation: Mrs. Knieper presented the AR reconciliation form.

23. State: As discussed, we have received a citation for failing to submit COVID data as discussed at the last meeting. We are looking into a response to IDR since we did not get a citation. Since no fine was issued we may not get a response from our IDR. We currently have three outstanding FRI's.

24. Updated policies: COVID policy, along with the vaccination and visitation policies (for COVID) continue to be updated and are live on our website. FYI.

25. Health Flex Spending: At prior meetings a \$100 deposit was approved for each employee that is covered by the bargaining units. Estimated cost to add \$100 for non-union employees is \$3,900. Recommend adding this benefit for all non-union staff. Discussed how a dividend plan would not be ideal at this point.

-Mr. Bontrager made motion to approve a \$100 deposit into a health flex spending account for all non-union employees. Mrs. Civile supported motion, which passed by an all yeas vote.

26. Work Comp Renewal: Our current carrier is Argent West Bend. Our estimated renewal last year was \$211,766 with an estimated payroll of \$12,239,884. In November our payroll to date and estimated to the end of the year is \$12,558.12 (2.6% increase) so if the estimates are correct, we will end up paying \$217,266 for plan year of 12/20/2021 to 12/22/2022. The renewal for plan year 12/20/2022 until 12/20/2023 is estimated at \$212,798 which is still a savings from our two years ago of \$223,754 estimate. Discussed how a dividend plan would not be ideal at this point.

-Mr. Bontrager made motion to approve the renewal with Argent West Bend as written. Mrs. Civile supported motion, which passed by an all yeas vote.

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. As requested this process was reviewed with legal to make sure it doesn't conflict with any employment contracts.

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

29. Planned Activities: Mrs. Conklin presented a list of activities planned for January 2023.

30. Dietician Contract Renewal: Mrs. Espinoza states that we contract our Dietician services as we are required to have oversight from a Dietician. We are extremely happy with the services she provides, and that her support Dietician provides. Please note that the support person will be taking over when the primary Dietician decides to fully retire. The contract has a pay rate increase of \$5/hour for services.

-Mr. Bontrager made motion to approve new contract (following legal review). Mrs. Civile supported motion, which passed by an all yeas vote.

31. Dietary: Mrs. Gokee reported an update from Dietary. One of our CDM's passed her DTR test. We completed an audit for our 3-day emergency food supply to ensure all supplies are available and in stock. We were baking and frosting sugar cookies every Friday for the month of December for our residents. We also have homemade baked goods for the month as well.

32. Humana: Discussed at last meeting, we have begun a trial of admitting residents with Humana. We stopped working with them years ago due to payment issues. We have started admitting residents with Humana again because we have strengthened systems on our end to reduce concern with payments. Residents in our area enrolled in Humana have also tripled. ECS will assist with this and Humana PPO is what we accept at this time.

33. Central Supply: Mrs. Woodruff presented a summary for Central Supply. CS is working on full physical audits for Covid testing supplies, Chair Air Cushions, Mattresses, and Isolation Carts. We attended a Webinar on PO Advantage to see if could work for PV. We are continuing to follow

the back-order items. We continue to supply facility with all the needs for the residents and staff.

34. 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 1st closed session at 11:08 am.
- The meeting exited 1st closed session at 11:20 am.

35. Closed session: Mrs. Civile made motion to enter 2nd closed session, Mrs. Civile supported the motion, motion carried with 3 yeas: Londa Knauff and Greg Bontrager and Cindy Civile.

- The meeting entered 2nd closed session at 11:21am
- The meeting exited 2nd closed session at 12:12pm

36. Return to open session: Mr. Bontrager made motion to return to open session, Mrs. Civile supported motion, which passed by an all yeas vote.

- Mr. Bontrager made motion to approve wage increase for Administrator of 3% plus \$5000/year. Mrs. Civile supported motion, which passed by an all yeas vote.

37. Next Meeting date: January 20, 2023 at 10:00am

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

The meeting adjourned at 12:32 pm.

