

**Pleasant View Shiawassee County Medical Care Facility
Shiawassee County Health and Human Services Board Meeting Minutes
November 18, 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)(remote), 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), Talenna Ackels (Infection Preventionist), Kelly Knieper (Business Office Manager), Cheri Gokee (Dietary), Tabitha Woodruff (Central Supply Manager), David Skuczias (IT), Phil Alt (Contracted CFO)

- 1. Recommend approval of Board Co-Chair, Cindy Civilles absence. Will listen remotely but will not vote.**

-Mr. Bontrager made motion to approve the absence, Mrs. Knauff supported the motion, which passed by consensus.

- 2. Employee Spotlight:** Will present next month.
- 3. 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 October 21, 2022 DHHS Board Meeting, Mrs. Knauff supported the motion, which passed by consensus.
- Mr. Bontrager made motion to approve the closed session meeting minutes of the October 21, 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. Legal is assisting.

- 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 in staff was 11/10/2022. Last resident who tested positive was on 11/13/2022. 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 235 staff and 75 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 63 residents with COVID.

7. **Dialysis:** At the last meeting the Board approved up to \$115,000 for construction from the Memorial Construction Team. Once an architect is officially set to work with, plans and cost could change. The board will be updated and a new vote will be obtained if costs are projected to exceed \$115,000. Discussion ensued regarding the Architects reviewed for this project. Costs were similar with Edmund London and Chris George. Edmund London does have experience with dialysis suites, however no experience within the nursing home setting. They are familiar with Pleasant View as they designed our building. Chris George has worked with Concerto and have perfected a system working with them. They have designed over 80 dialysis dens within nursing homes. They state that Michigan State Health, HFES, as well as Fire Safety Plan reviewers are familiar with their dialysis den drawings and as such do not anticipate issues with permitting. Discussion occurred at meeting, we recommended Chris George, P.C. due to the lower cost and their experience in this arena.

- Mr. Bontrager made motion to contract with Chris George, P.C. for dialysis architect services (once legal has reviewed), Mrs. Knauff supported motion, which passed by consensus.

8. **Marketing/PR:** Mrs. Baldwin provided an update in Marketing/PR. CRT had a coat drive which they will be delivering to Perry Middle School. The Chapel has been moved and the residents are enjoying it! We have started Christmas decorating the Lobby which includes, the Christmas giving tree. The video interviews for staff, visitors and resident interviews are complete. Ramping up in PR due to our upcoming millage. The videos, drone, and photographs that have been taken this year are part of a two year agreement with DLP which will provide overview of the facility in a video told by staff, residents and others. Breakout videos as well along with Photos from facility events and activities and Department headshots. We are also looking to bring in a coach to help with the direction on Marketing and PR.

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. Discussion occurred at meeting.

11. **MMRMA Renewal:** Mrs. Espinoza presented the MMRMA contract who we utilize for our insurance needs and presented our new rates for 2023. The board also recommended we look further into cyber security coverage options. If we can not get additional coverage for what is cut, the board requested documented efforts.

- Mr. Bontrager made motion to approve the MMRMA renewal for 2023 in the amount of \$129,025. Mrs. Knauff supported motion which passed by consensus.

12. **Community Relations Team (CRT) Funds Transfer:** Mrs. Espinoza explained the transfer of funds related to the CRT expense for April 2022 through June 2022. We have transferred total expenses back to the operating fund, as staff recognition expenses are not to be expensed through general operating funds.

13. **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 have been given at this time.

- 14. 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.
- 15. Additional Funding of Pension Liability:** Using the MERS actuarial report produced for the year ending 12/31/21, Pleasant View's divisions in the pension have an unfunded liability of \$5.6 million. The unfunded liability is a significant balance, but the funded status of the Pleasant View divisions is strong at 90%. Even though the pension is well funded, there are benefits to continue providing excess funding, including taking advantage of Medicaid cost-based reimbursement, minimizing future costs, and ensuring employee retirement funds are secure. Medicaid spreads excess funding over a 3-year period and the last excess funding was provided in 2019 at \$2 million. The last cost report year that included this increased cost was 2021 and to continue leveraging Medicaid funding, an excess contribution should be considered for 2022 (spread over the cost reports of 2022-2024).

-Mr. Bontrager made motion to approve up to \$3 million to fund the pension, to be paid prior to 12/31/2022. Mrs. Knauff supported motion, which passed by consensus.

- 16. Budget for 2023:** Mr. Alt presented the 2023 budget. Discussion occurred at meeting.

-Mr. Bontrager made motion to approve the annual operating 2023 budget. Mrs. Knauff supported motion, which passed by consensus.

- 17. Financial Report:** Mr. Alt presented the unaudited September 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 September 2022 financials, Mrs. Knauff supported motion, which passed by consensus.

- 18. Accounts Payable:** Mrs. Espinoza presented the check registers for the pay period dated 10/1/2022-10/14/2022 and 10/15/2022-10/28/2022.

- Mr. Bontrager made motion to approve payment of check register date of 10/14/2022 in the amount of \$614,296.36 and Mrs. Knauff supported the motion, which passed by consensus.

-Mr. Bontrager made the motion to approve payment of check register dated 10/28/2022 in the amount of \$444,857.74. Mrs. Knauff supported the motion, which passed by consensus.

- 19. Payroll:** Mrs. Lamb presented the payroll summaries for pay periods dated 9/26/2022-10/9/2022 and 10/10/2022-10/23/2022.

- Mr. Bontrager made motion to approve payroll summaries for the dates of 9/26/2022-10/9/2022 in the amount of \$410,369.01. Mrs. Knauff supported the motion, which passed by consensus.

-Mr. Bontrager made motion to approve payroll summaries for the dates 10/10/2022-10/23/2022 in the amount of \$414,410.71. Mrs. Knauff supported the motion, which passed by consensus.

20. **Occupancy data comparison:** Mrs. Espinoza presented the graph from 10/2021 compared to 10/2022, which 2022 census is lower than 2021. 2022 average daily census is lower when compared to 2021.
21. **Write Offs:** No write-offs this month.
22. **Write offs less than \$500:** No write-offs less than \$500 this month.
23. **AR Reconciliation:** Mrs. Knieper presented the AR reconciliation form.
24. **State:** As discussed, we have received a citation for failing to submit COVID data as discussed at the last meeting. We are still waiting on our IDR results for the computer error which caused the citation. We currently have three outstanding FRI's.
25. **Updated policies:** Mrs. Espinoza mentioned we had revised our admission process policy. Updates included considerations for hospice and admissions from home to prevent unnecessary hospitalizations. Also COVID policy along with the vaccination and visitation policies continue to be updated and are live on our website. Lastly discussion occurred for yearly notice of the fee schedule for our nurse consultant Vickie Burlew (Lebenbom and Rothman).
26. **Incident/Accident Report data:** Mrs. Espinoza presented incident and accident reports from August 2022 through October 2022.
27. **BCBS Update:** We received notice that our renewal rate for all plans is approximately 6% (5.96% for SB4 and 6.07% for SB12). Please see the attached cost breakdown and summary from our benefits representative, Mark Corbett. Following negotiations with the union, we are not proposing any changes to our plan. The stop loss is averaging 10% nationwide.

-Mr. Bontrager made motion to approve the Blue Cross Health Insurance Cost as presented. Mrs. Knauff supported motion, which passed by consensus.

28. **Delta Dental and Mutual of Omaha (Life insurance and short term disability):** These plans have a 2-year renewal date and are not up for renewal until January 1, 2024. FYI.
29. **Performance and Wage Evaluation:** Yearly performance evaluations have begun. HR and the Administrator reviewed all wages. No wages were identified needing an increase above 3% or above the current wage scale. However, with a 3% increase there are two positions that will be pushed above the top of the wage scale. The wage scale was presented for non-union positions.

-Mr. Bontrager made motion to approve the wage scale as written. Mrs. Knauff supported the motion, which passed by consensus.

30. **Union Negotiations:** Mrs. Espinoza explained the Union negotiations have been completed for the general unit (AFSCME Council-25 local unit #3645). 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.

- Mr. Bontrager recommended motion to ratify the January 1st, 2023 reopener agreement as written for AFSCME Council 25, local unit #3645. Mrs. Knauff supported motion which passed by consensus.

31. 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. The Administrator discussed this verbally with legal but we are awaiting his official letter.

32. Shed Project: Mrs. Espinoza presented that in our restructuring plans to accommodate dialysis, we needed to purchase a shed and have it placed in the back of our facility to store items. The shed was ordered on 9/28/22 in the amount of \$4999. Since this was below the \$5000 purchase limit, board approval was not obtained at the time of purchase. Later on 10/24/22 stones had to be purchased and put down as a base for the shed in the amount of \$1,474.48. Charges were separate therefore it was not identified as a capital project. Since this is considered one project and capitalized we wanted to inform the board and get approval. The shed arrived on 11/10/2022.

-Mr. Bontrager recommended motion to approve the shed capitalization project as presented in the amount of \$6,473.48, Mrs. Knauff supported motion which passed by consensus.

33. Fire Control Panel: It has come to our attention that our fire panel needs to be updated to have more capacity. This was identified due to a recent citation that we received that now require us to keep several doors in the facility shut at all times due to their location. The solution to keeping them open for resident and staff work flow is to add magnetic closures to these doors so they will automatically shut if the fire alarm goes off. The current fire panel only has the capacity to add one or two more devices. Current quote for \$55,856.53 includes upgrading the fire panel and the two ancillary panels on New Horizons and in the foyer. We have verified that this upgrade will provide sufficient capacity for any future additions to the facility.

-Mr. Bontrager made motion to approve the Johnson Controls Fire Protection LP quote in the amount of \$55,856.53. Mrs. Knauff supported motion, which passed by consensus.

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

35. Quality Measure report: Mrs. Delau presented the CASPER report with an update.

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

37. Dietary: Mrs. Gokee reported an update from Dietary. Annual Harvest meal was celebrated for residents and staff on 11/16/2022. Veterans day was celebrated with a special meal which included outside guests and staff members. Home made caramel corn was served in the diner and Special baking for the month included Halloween cupcakes, ranch pretzels, banana bread, and banana cupcakes with homemade peanut butter frosting. Lastly we served homemade salmon patties as requested by one of our residents.

38. Central Supply: Mrs. Woodruff presented a summary for Central Supply. CS has been taking a look at new products and pricing. Dexcom G6's were broke down to look at pros and cons and price differences. Mobile air cushion information as well as a new series of cushions was discussed. Meetings and phone calls with reps for different wound vac machines are on going. A meeting was held with Tena reps with hopes for better prices. We are currently tweaking our

audit logs to help the process go faster and easier. CS Staff are still working with our Super Fall Cleanup.

- 39. WIFI Access Points:** The last 5 years we have leased out wi fi access points (and supporting them) through Great American Financial Services. Our lease is up now. We continue to lease month to month. We have researched the value of the products with the assistance with Common Angle. The devices have about 5 years of life left in them. We also have looked into current lease terms signed by current CFO. The charges are consistent and there are no opportunities to lower the costs. Continuing to lease the products will not save us any money nor will it grant us additional coverage; we would be paying the same amount to simply not own the devices when they fail (but would still be responsible for the repair costs). In light of this, we are recommending we buy the devices at the cost listed of \$22,071.40.

-Mr. Bontrager made motion to purchase of the WIFI access points at a cost of \$22,071.40. Mrs. Knauff supported motion, which passed by consensus.

- 40. IT- Strategic Review:** IT has begun a review process of our communications systems as discussed at that meeting. We have identified that the need to switch is not urgent. We will continue reviewing options in the beginning of 2023.
- 41. Proposed 2023 Board Meeting Schedule:** Mrs. Espinoza presented the proposed schedule for 2023 DHHS Board Meetings. Location is yet to be determined.

-Mr. Bontrager made motion to approve the 2023 Board Meeting Schedule as written. Mrs. Knauff supported motion, which passed by consensus.

- 42. Closed session:** Mr. Bontrager made motion to enter closed session, Mrs. Knauff supported the motion, motion carried with 2 yeas: Londa Knauff and Greg Bontrager.

- The meeting entered closed session at 11:57 am.
- The meeting exited closed session at 12:12 pm.

- 43.** Following closed session discussion ensued regarding the Administrator and HR needing to adjust schedules for a personal matter. Also discussed was MERS and Sandy has been reaching out to legal to keep the process moving and to get a executive summary.

- 44. Next Meeting date:** December 16, 2022 at 10:00am

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

The meeting adjourned at 12:38 pm.

Londa Knauff