

**Pleasant View Shiawassee County Medical Care Facility
Shiawassee County Health and Human Services Board Meeting Minutes
January 20, 2023**

Call to Order: Mrs. Civile called the meeting to order at 10:02 am. The following were in attendance: Londa Knauff (Chair)(remote), 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), Talenna Ackels (Infection Preventionist), Jeff Smithingell (Plant Operations), Kelly Knieper (Business Office Manager), Cheri Gokee (Dietary), Tabitha Woodruff (Central Supply Manager), Phil Alt (Contracted CFO)(remote), David Skucz as (IT).

- 1. Recommend approval of Board Chair, Londa Knauffs' absence. Will listen remotely but will not vote.**

-Mr. Civile made motion to approve the absence, Mr. Bontrager 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:**

- Mrs. Civile made motion to approve the meeting minutes of the December 16, 2022 DHHS Board Meeting, Mr. Bontrager supported the motion, which passed by consensus.
- Mrs. Civile made motion to approve the 1st closed session meeting minutes of the December 16, 2022 board meeting, Mr. Bontrager supported the motion, which passed by consensus.
- Mrs. Civile made motion to approve the 2nd closed session meeting minutes of the December 16, 2022 board meeting, Mr. Bontrager supported the motion, which passed by consensus.

- 4. Public Participation:** None
- 5. Conflict of Interest Disclosure statement:** Mrs. Espinoza presented the conflict of interest disclosure statement. This is a updated document signed yearly by each board member.
- 6. MERS:** Mrs. Espinoza stated that the facility continues to work on the Defined Benefit Plan Adoption agreement. Legal is assisting.
- 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 1/20/2023. Last resident who tested positive was on 12/31/2022. 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 268 staff and 102 residents.

COVID Admissions: Mrs. Espinoza mentioned as a tier 2 facility we continue to admit COVID positive residents. We have admitted a total of 72 residents with COVID. Resident Influenza vaccine rates are at 84% and COVID-19 Bivalent Booster Vaccine rate is 63%. The state has started to cite homes that how have Bivalent booster percentages and COVID cases. There is no set marker of what the percentage should be. Tier 1 and Tier 2 could be ending as well. Will keep the board updated.

8. **Dialysis:** Chris George has completed construction drawings and is working on getting approvals with the state. Meeting occurred with Memorial Construction Team and drawings were given to the team. We have begun reviewing FF&E needs which is very extensive. Mrs. Espinoza stated she met with an Administrator who has worked with Concerto, Heritage and Davita. She expressed that we made a great selection with Concerto. Discussion is set up with consultants regarding that the state survey agency needs.
9. **Marketing/PR:** Mrs. Baldwin provided an update in Marketing/PR. We continue to work toward our Millage efforts. CRT had their first meeting of 2023. Mrs. Baldwin met with a visual communications specialist with a strong background in Community building and strategic planning. Other topics discussed were Community engagement, Social media content strategies, Campaign building, and Brand consistency.
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). More information has been obtained regarding Cyber Security. We also worked with getting additional quotes for options to add additional Cyber Security. We have not been able to find insurances that will agree to be partners in being the primary or secondary insurance. Craig Manser stated in his recommendation that MMRMA will not agree to be excess over other policies. With Cyber coverage, the coverage forms may be drastically different, and no carrier is willing to work with another carrier in the event of a claim. He recommends in his letter that with the pricing shown, we would have a hard time recommending we change, but it obviously our choice.
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. Some homes in the MCMCFC group have started to receive the credit. Business Office manager continues to check with the IRS.
14. **Financial Report:** Mr. Alt presented the unaudited November 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 November 2022 financials, Mrs. Cville supported motion, which passed by consensus.

15. **Accounts Payable:** Mrs. Espinoza presented the check registers for the pay period dated 11/26/2022 to 12/09/2022, 12/10/2022 to 12/23/2022 and 12/14/2022 to 1/06/2023.

- Mr. Bontrager made motion to approve payment of check register date of 12/09/2022 in the amount of \$376,712.84. Mrs. Cville supported the motion, which passed by consensus.

-Mr. Bontrager made the motion to approve payment of check register dated 12/23/2022 in the amount of \$3,703,810.84. Mrs. Civile supported the motion, which passed by consensus.

-Mr. Bontrager made motion to approve payment of check register dated 1/06/2023 in the amount of \$419,930.67. Mrs. Civile supported the motion, which passed by consensus.

- 16. Payroll:** Mrs. Lamb presented the payroll summaries for pay periods dated 11/21/2022 to 12/04/2022, 12/05/2022 to 12/18/2022 and 12/19/2022 to 01/01/2023.

- Mr. Bontrager made motion to approve payroll summaries for the dates of 11/21/2022-12/04/2022 in the amount of \$455,103.05. Mrs. Civile supported the motion, which passed by consensus.

-Mr. Bontrager made motion to approve payroll summaries for the dates 12/05/2022-12/18/2022 in the amount of \$418,601.95. Mrs. Civile supported the motion, which passed by consensus.

-Mr. Bontrager made motion to approve payroll summaries for the dates 12/19/2022-01/01/23 in the amount of \$507,257.07. Mrs. Civile supported motion, which passed by consensus.

- 17. Occupancy data comparison:** Mrs. Espinoza presented the graph from 12/2021 compared to 12/2022. The 2022 average daily census is slightly higher as compared to 2021. Please note also that last months meeting reported the data incorrectly. The census for 2022 was higher than 2021 in November.

- 18. Write Offs:** None.

- 19. Write offs less than \$500:** Mrs. Knieper presented the write-offs less than \$500, discussion occurred at the meeting. Administrator approved with the total amount of \$724.77.

- 20. AR Reconciliation:** Mrs. Knieper presented the AR reconciliation form. Also currently working on a WC claim with the assistance of ECS billing.

- 21. Financial Audit:** The Financial audit is beginning on 02/12/2023.

- 22. Community Relations Team (CRT) Funds Transfer:** Mrs. Espinoza explained the summary for CRT expenses for July 2022 through September 2022. Transferred the total expense back to the operating fund, as staff recognition expenses are not expensed through the general operating funds.

- 23. Medicaid Outstation Worker Quarterly Report:** Mrs. Knieper presented the quarterly report regarding the Medicaid outstation worker.

- 24. State:** As discussed, we looked into a response to IDR since we did not get a citation. We lost the IDR but filed as a matter of record anyway. We currently have four outstanding FRI's.

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

- 26. Incident/Accident Report data:** Mrs. Espinoza presented incident and accident reports from October 2022 through December 2022.

- 27. State of Emergency Pay:** Discussed with the board in advance, state of emergency pay was enacted in advance for Pleasant View staff due to the extreme weather and staffing challenges

due to the blizzard. This was enacted for staff that worked 12/23/2022 and paid them at a rate of time and a half which did not include salaried staff members.

-Mr. Bontrager made motion to approve state of emergency pay at a rate of time and a half for staff that worked in the facility on 12/23/2022. Mrs. Civile supported motion, which passed by consensus.

28. **Plant Operations Concerns list:** Mr. Smithingell presented a list containing maintenance updates.
29. **Quality Measure report:** Mrs. Espinoza presented the CASPER report with an update.
30. **Planned Activities:** Mrs. Conklin presented a list of activities planned for February 2023.
31. **Dietary:** Mrs. Gokee reported an update from Dietary. CASPER reports indicates PV is at 2.9% for excessive weight loss in comparison to 6.9% state average and 6.4% national average. Dietary sent out a resident survey to select a meal for the Chinese New Year and helped the resident council earn extra money with a Carmel Corn sale.
32. **Central Supply:** Mrs. Woodruff presented a summary for Central Supply. With the holiday hours for two weeks in a row our ordering and delivery schedule was off a bit, however things are back on track. We were able to re-evaluate residents and switch mattresses to better suit their need. This allowed us to remove over \$4000/month from our rental bill. A few team members had a HPS meeting, in that time the CS coordinator has been able to create new relationships with new reps. Some of these reps are from the same companies but different departments. Could be beneficial with the new dialysis build. Central was able to help with Memorial with Kangaroo Gravity Bags.
33. **IT-SANS Device and Servers:** Our current SANS device and servers need to be replaced as they reach their end of life this year (and no additional warranty can be added). We anticipated this need and planned for it in the 2023 budget. The budgeted amount was \$121,000. We received three quotes and are recommending to use our current partner Common Angle. The total for this project will be \$122,188.39 and includes a warranty for the life of the product (for 7 years).

-Mr. Bontrager made motion to approve the purchase of SANS device, servers and warranty through Common Angle in the amount of \$122,188.39. Mrs. Civile supported motion, which passed by consensus.

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. Vote to enter closed session was at 11:05am, entered closed session at 11:28am.

- The meeting entered closed session at 11:28am.
- The meeting exited closed session at 11:36 am.

35. **Next Meeting date:** February 17, 2023 at 10:00am

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

The meeting adjourned at 11:38 am.

Londa Knauff
2/17/23