

**Pleasant View Shiawassee County Medical Care Facility  
Shiawassee County Health and Human Services Board Meeting Minutes  
February 17, 2023**

**Call to Order:** Mrs. Civile called the meeting to order at 10:00 am. The following were in attendance: Londa Knauff (Chair), Cindy Civile (co-chair), Shana Espinoza (Administrator) Marque Wenzlick (Administrative Assistant to the Administrator) Erika Birchmeier (Administrative Intern) , Sandy Lamb (Human Resources), Theresa DeLau (Director of Nursing), Rachel Baldwin (PR/Marketing), Amy Conklin (Activities) Erika Tomac (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), Michael Miller (IT).

**1. Recommend approval of Board Member, Greg Bontragers' absence.**

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

**2. Employee Spotlight:** Mrs. Espinoza presented the employee spotlight for this 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 January 20, 2023 DHHS Board Meeting, Mrs. Knauff supported the motion, which passed by consensus.
- Mrs. Civile made motion to approve closed session meeting minutes of the January 20, 2023 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 1/30/2023. 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 271 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 86% and COVID-19 Bivalent Booster Vaccine rate is 78%.

**PHE End:** President Biden has announced the end of the Public Health Emergency (PHE) effective May 11<sup>th</sup>, 2023. There are only three waivers still in effect that this will impact for us. One is for the 3-day hospital stay requirement, one is for the PASARR before admission, and one is for the roommate choice notification if the move is related to COVID. In addition, there is the anticipation that the end of the PHE will be the end of payment for testing supplies as well as vaccinations. The current testing requirements would make the expense for testing extremely high. We are working with our

advocacy groups to see how to make this information known and to see opportunities to push for reduced testing requirements. Discussion occurred also regarding Medicaid eligibility renewals will restart in June 2023. Mrs. Espinoza also recommended redoing the COVID 19 section to focus on the end of PHE. Will update board on cases in facility and any updated information.

7. **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. Formal announcements to the community will begin in the next few weeks. FF& E review, costs and ordering have begun. We have discussed with many consultants to confirm all our bases are covered. We have identified two items that we recommended purchasing now due to supply chain concerns. Correction was made reflecting agenda. Mrs. Espinoza made a correction regarding formal announcements to the community will begin in the next few weeks to the community and not now.
8. **Dialysis Chairs:** We have explored different vendors and options for both chairs with functions such as massage, heat, etc. We agree that we would like to have more options on the chairs in order to provide maximum comfort for our residents. The two chair choices were both recommended by the dialysis company. We are recommending the Champion chairs in the amount of \$17,135.

-Mrs. Civile made motion to approve the purchase of 6 Champion chairs in the amount of \$17,135. Mrs. Knauff supported motion, which passed by consensus.

9. **Dialysis Chair TV's:** We are recommending a TV be stationed at each dialysis chair. After much review. PDi offers the TV options that are a 16-inch tablet that is mounted on the arm. The price is \$14,256.56 includes 6 tablets, 6 arms to hold the tablets ,1 power supply, Installation and a 5-year warranty.

-Mrs. Civile made motion to approve the purchase of 6 PDi tablets as described above in the amount of \$14,256.56. Mrs. Knauff supported motion which passed by consensus.

10. **Marketing/PR:** Mrs. Espinoza provided an update in Marketing/PR. We celebrated Superbowl for having a spirit week. CRT mailed out donation letters last week. Potential Marketing consultants include AZee Marketing which focus on graphics and design. Also Misti Jordan who has experience with campaigning and has worked with several non-profits on fundraising (including currently working with MSU 5-year fundraising campaign.)
11. **Star rating with CMS:** Mrs. Espinoza updated everyone that we still continue to be a five-star facility.
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.
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. **Cash Reserves:** Mr. Alt presented the cash reserves we have on hand to identify designations for the coming year.

-Mrs. Civile made motion to approve designation of cash and reserve funding available at 12/31/2022 as presented. Mrs. Knauff supported motion, which passed by consensus.

**15. Financial Report:** Mr. Alt presented the unaudited December 2022 financial statements, including a balance sheet, income statement and month end recap. Discussion occurred at meeting.

- Mrs. Civile made motion to approve the unaudited December 2022 financials, Mrs. Knauff supported motion, which passed by consensus.

**16. Accounts Payable:** Mrs. Espinoza presented the check registers for the pay period dated 1/07/2023 to 1/20/2023 and 1/21/2023 to 2/03/2023.

- Mrs. Civile made motion to approve payment of check register date of 1/20/2023 in the amount of \$409,886.89. Mrs. Knauff supported the motion, which passed by consensus.

-Mr. Civile made the motion to approve payment of check register dated 2/03/2023 in the amount of \$576,189.34. Mrs. Knauff supported the motion, which passed by consensus.

**17. Payroll:** Mrs. Lamb presented the payroll summaries for pay periods dated 1/02/2023 to 1/15/2023 and 1/16/2023 to 1/29/2023.

- Mrs. Civile made motion to approve payroll summaries for the dates of 1/02/2023 to 1/15/2023 in the amount of \$451,214.44. Mrs. Knauff supported the motion, which passed by consensus.

-Mrs. Civile made motion to approve payroll summaries for the dates 1/16/2023 to 1/29/2023 in the amount of \$445,434.83. Mrs. Knauff supported the motion, which passed by consensus.

**18. Occupancy data comparison:** Mrs. Espinoza presented the graph from 1/2023 compared to 1/2022. The graph indicates higher readmissions and lower discharges when compared with 2022. The 2023 average daily census is slightly higher as compared to 2022.

**19. Write Offs:** None.

**20. Write offs less than \$500:** None

**21. AR Reconciliation:** Mrs. Knieper presented the AR reconciliation form.

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

**23. Financial Audit:** The Financial audit began on 02/12/2023. We will provide updates as we have them.

**24. State:** We currently have three outstanding FRI's.

**25. Memorial Wellness Center:** Mrs. Espinoza states that we now have the opportunity to offer our employees to sign up for memberships at the Memorial Wellness Center. This would deduct from the employee paychecks at a discounted rate that Memorial has offered to our staff. Also,

we are exploring the opportunity to pay for a membership for use by our residents who could benefit from the services they offer. The leadership team will be touring the center soon.

- 26. Physician Services:** Mrs. Espinoza explained a change to the physician structure is necessary to align with our mission and vision. In our current structure we have an independent physician who serves as our Medical Director and Attending Physician. We also currently have a contract with Team Health to provide NP services 2-3 days a week as well as a back up Medical Director who also completes chart reviews. We are currently paying \$3,500/month in addition to the back up Medical Director for \$2,000/month for a total of \$5,500/month. We are currently proposing a model where one physician group handles all the services. A meeting occurred on 1/30/23 (please note on February's Board agenda stated that the meeting occurred on 1/30/2022. Please note that meeting took place on 1/30/2023) and was agreed upon that retirement was ideal as of 2/28/23. Prior to meeting a review of contract services occurred with legal to ensure this process and transition was handled appropriately. Provider options were reviewed (New independent provider, TeamHealth, Sound Physician Group and Theoria Medical). We are recommending a partnership with Theoria Medical and to end services with TeamHealth and the current independent provider. The cost is \$2,500/month with Theoria. Legal has reviewed the contract and the group agreed to all suggested changes. There is a 60 day notice with or without clause. Also, will provide a NP in facility 5-days a week and our physician 3 days a week.

-Mrs. Civile made motion to approve the contract with Theoria Medical in the amount of \$2,500/month. Mrs. Knauff supported motion, which passed by consensus.

- 27. Training:** Under the guidance of consultant Vickie Burlew we are creating a training group within the MCMCFC group. The concept is to create trained staff for mock surveys. Staff from this group will train and survey our facility in March to help us stay compliant with state requirements. Shana Espinoza and Theresa Delau will train and survey at Jackson County Medical Care Facility.
- 28. Updated policies:** COVID policy, along with the vaccination and visitation policies (for COVID) continue to be updated and are live on our website. Our phone policy has been updated to reflect the new panic button app we will be offering to all staff.
- 29. Incident/Accident Report data:** Mrs. Espinoza presented incident and accident reports from November 2022 through January 2023.
- 30. Work Comp Insurance:** The State of Michigan provided a revised modification factor for the 12/20/22 renewal due to a claim that closed lower than the initial reserve. The Experience Modification Factor reduced from 1.21 to 1.19. Argent is revising the current workers comp policy. Due to this change our current premium has decreased to \$3,226 to \$209,572. This adjustment is before the audit of the payroll records.
- 31. Business Office Positions:** Mrs. Knieper stated that the Business Office currently has four positions. We would like to restructure three of the positions to Accounting Assistant and each would have a specialty. We are also looking to have two employees switch responsibilities. The employee that would be responsible for billing is currently making \$19.06 and we recommended a pay increase of \$21.00/hour. Annually this increase would be \$4,100. This increase would be covered by taking back responsibilities that ECS is currently handling for us. ECS is currently spending 4-6 hours per month posting private pay cash receipts which we would like to take back by March 1, 2023. This would save approximately \$4,320-\$6,480 per year. The employee who currently makes \$21.00/hour. we recommend freezing her pay through 1/1/2025. She would be responsible for learning other positions in the Business Office.

-Mrs. Civile made motion to approve the pay increase from \$19.06 to \$21.00 as described for the Accounting Assistant with billing specialties. Mrs. Knauff supported motion, which passed by consensus.

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

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

**34. Planned Activities:** Mrs. Conklin presented a list of activities planned for March 2023.

**35. Strategic Planning:** The Activities Director will be taking some personal time. This will begin with intermittent leave for her and only progress to consistent time off if needed. HR and Administrator have reviewed options to cover her time to support her and her department. Currently we have an Assistant Activities Director who has been trained to step in when needed. Her Salary is currently \$22.38/hr. There is also a part time staff member has also been identified to step in to assist covering the needs of the Assistant Activities Director. Her pay is currently \$13.80. We recommend an increase of pay of the Assistant Activities Director to \$50,000 while Activities Director is on intermittent leave. If Activities director goes on a consistent leave, increase pay to \$53,000. We also recommend increasing the part time employee to full time and increase her pay to \$16/hr. Should the Activities Director go on consistent leave, increase pay to \$17/hr.

-Mrs. Civile made motion to approve the temporary changes to the Activities Department roles as written. Mrs. Knauff supported motion, which passed by consensus.

**36. Dietary:** Mrs. Gokee reported an update from Dietary. Jen Allen has passed her test and is now Diet Tech Registered. CASPER reports indicate we are at 0% for excessive weight loss in comparison to the state average of 7% and national average is 6.4%. We celebrated Chinese New Year in the diner. We are continuing to serve a Mexican meal one time per week per the residents' request. We frosted Valentines cookies to offer on the beverage cart for every Friday for the past month. Mrs. Gokee also shared with the board the increased prices in food and disposable items.

**37. Central Supply:** Mrs. Woodruff presented a summary for Central Supply. CS Coordinator has been working on equipment quotes needed for the new dialysis unit. Average shipping times is about 4-6 weeks. Zoom meetings are still occurring with different reps to make sure our purchasing prices are aligned with HPS contract pricing. CS Coordinator also has joined the Association of Health Care Resource and Materials Management of the American Hospital Association. This will open up additional supply chain networking, education and growth. Also currently discussed with Administrator about strategic planning for Central Supply.

**38. Closed session:** Mrs. Civile made motion to enter closed session, Mrs. Knauff supported the motion, motion carried with 2 yeas: Londa Knauff and Cindy Civile.

- The meeting entered closed session at 11:35 am.
- The meeting exited closed session at 12:01 pm.

**39. Next Meeting date:** March 17, 2023 at 10:00am

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

The meeting adjourned at 12:02 pm.