

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

**Call to Order:** Mrs. Civile called the meeting to order at 10:00 am. The following were in attendance: Cindy Civile (co-chair), Shana Espinoza (Administrator)(remote), 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), David Skuczas (IT).

**1. Recommend approval of Board Member, Londa Knauffs' absence.**

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

**2. Employee Spotlight:** Will be presented 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 February 17, 2023 DHHS Board Meeting, Mrs. Civile supported the motion, which passed by consensus.
- Mr. Bontrager made motion to approve closed session meeting minutes of the February 17, 2023 board meeting, Mrs. Civile 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.

**6. Pandemic- Update:** As discussed at last meeting, restructured this section to focus on the changes related to the end of the Public Health Emergency.

**PHE End:** President Biden has announced the end of the Public Health Emergency (PHE) effective May 11<sup>th</sup>, 2023. There are primarily 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 payment for vaccinations. The current testing requirements would make the expense for testing extremely high. 1 positive case is considered outbreak. We are making a committee to determine testing requirements. Masking is still required due to community transmission rate. Medicare redeterminations are also beginning again.

**7. Dialysis:** Chris George has completed construction drawings and has obtained approval from the state for construction to begin except for BFS. Permits were shared with Memorial Construction team. Memorial construction team also is preparing a revised quote now that drawings are complete. We are currently waiting to hear from them regarding local construction permits.

Formal announcements to the community have begun as well. We are looking to have a time line in place with construction and have a Summer opening. We have started weekly dialysis meetings as well within the facility.

8. **Marketing/PR:** Mrs. Baldwin provided an update in Marketing/PR. Press Release letters for dialysis services have been sent out. CRT's popcorn fundraiser was a success and are working on their next fundraiser. CRT is also planning a 2023 Senior Prom. CRT has also received donations from the donation letter that was mailed last month. Continuing to research local PR companies/communications specialists for possible coaching opportunities.
9. **Star rating with CMS:** Mrs. Espinoza updated everyone that we still continue to be a five-star facility.
10. **Grants:** Mrs. Espinoza explained we have an update from the Recruitment and Retention Grant that we applied for. Last year the state allocated \$67 million to recruit, retain and train nursing facility employees. Those funds were not released. Instead this Grant process will start again. MDHHS will issue criteria for distributing the funds.
11. **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.
12. **Provider relief funding (PRF):** On 3/9/23, the final reporting of PRF funds that supported the financial impact of COVID was completed. In total, Pleasant View received \$1.4 million in PRF funds, which was a large part of the total COVID relief funding. These funds supported lost revenue and COVID related expenses during the pandemic and all funds received were expended with no unused funds due back to the federal government (HRSA). FYI.
13. **Payment Portal:** In effort to continue to assess the best option to collect payments from residents, we have identified the need to provide an online payment portal. We have identified that a third-party company, InstaMed, works with our facility bank (Chase) to provide this service. This service would expand when and how payments can be collected, since we are currently limited to when the business office staff are in the facility. In addition, our staff can process payments for people through this portal electronically, rather than just the terminal located at the front desk. We currently have the capability to process payments electronically when in office for a fee of 3.38%. With InstaMed the fee would be 2.85% for debit/credit card payments and \$.50 per ACH transaction. This contract requires a 30-day notice to cancel services. We would like to start working with Instamed as of May 1<sup>st</sup>.

-Mr. Bontrager made motion to approve services with Instamed, following contract review from legal. Mrs. Civile supported motion, which passed by consensus.

14. **Financial Report:** Mrs. Knieper presented the unaudited January 2023 financial statements, including a balance sheet, income statement and month end recap. Discussion occurred at meeting.

- Mr. Bontrager made motion to approve the unaudited January 2023 financials, Mrs. Civile supported motion, which passed by consensus.

15. **Accounts Payable:** Mrs. Espinoza presented the check registers for the pay period dated 02/04/2023-02/17/2023 and 02/17/2023-03/03/2023.



- Mr. Bontrager made motion to approve payment of check register date of 02/17/2023 in the amount of \$755,869.78. Mrs. Civile supported the motion, which passed by consensus.

-Mr. Bontrager made the motion to approve payment of check register dated 03/03/2023 in the amount of \$196,988.361. Mrs. Civile supported the motion, which passed by consensus.

- 16. Payroll:** Mrs. Lamb presented the payroll summaries for pay periods dated 1/30/2023-02/12/2023 and 02/13/2023-02/26/2023.

- Mr. Bontrager made motion to approve payroll summaries for the dates of 01/30/2023-02/12/2023 in the amount of \$448,088.29. Mrs. Civile supported the motion, which passed by consensus.

-Mr. Bontrager made motion to approve payroll summaries for the dates 02/13/2023-02/26/2023 in the amount of \$196,988.31. Mrs. Civile supported the motion, which passed by consensus.

- 17. Occupancy data comparison:** Mrs. Espinoza presented the graph from 2/2023 compared to 2/2022. The 2023 average daily census is higher when compared with 2022. The high census and lower admits is indicative of a higher, stable census.
- 18. Write Offs:** None.
- 19. Write offs less than \$500:** None
- 20. AR Reconciliation:** Mrs. Knieper presented the AR reconciliation form.
- 21. Financial Audit:** The Financial audit began on 02/12/2023 and concluded on 3/9/2023. Financial statement and governance letter will be uploaded to the State website for the public access and a presentation by the audit partner will be provided in April at next meeting.
- 22. State:** We currently have three outstanding FRI's. On 3/7/23 state arrived to investigate our three outstanding FRI's and three reported complaints. The state did leave with two areas of concerns. The citations are related to expected concerns from the facility reported incidents as it relates to individual failures to follow policy. We will begin our plan of correction to clear these citations. Please note this was not our annual survey.
- 23. 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.
- 24. Physician Services:** Mrs. Espinoza explained we will keep this a line item on the agenda as it relates to the new Physicians Group, Theoria. We are continuing to work through processes. We are also waiting on the selection of the NP that will be permanently placed at our facility.
- 25. Updated policies:** COVID policy, along with the vaccination and visitation policies (for COVID) continue to be updated and are live on our website. Electronic signing of documents and consents has been revised due to electronic signatures with residents/their representatives with our facility documents. The Work at Home policy was also reviewed and revised by legal. This was done to create and maintain consistency with regard to work at home requests.

- 26. Incident/Accident Report data:** Mrs. Delau presented incident and accident reports from December 2022 through February 2023.
- 27. MDS Team Lead:** The structure of the MDS positions currently have 4 equal level MDS nurses. With the ever-changing regulatory needs in this position, and recent turnover, we are looking at creating a team lead position. Please note these positions are union, and as such we have begun discussion with the union representatives. FYI at this time with updates to occur at future meetings. Also clarified that this is not an addition of a position, it will be a promotion to one of the four existing positions.
- 28. House Keeping Position:** After much review, we are proposing the addition of a housekeeping BID. Time study has also been completed prior to this proposal. This position will be created to primarily cover the increased need of deep cleaning rooms, deep cleaning of the floors, and resident inventory control. Savings will be recognized by not filling a currently open part-time housekeeping position. It is also important to note that although some of the changes related to COVID may decrease, the structure within which we have set up for deep cleaning the rooms is not expected to decrease. The deep cleaning needs for room changes exist for a number of reasons beyond COVID.

-Mr. Bontrager made motion to approve the addition of one full-time housekeeping BID. Mrs. Civile supported motion, which passed by consensus.

- 29. Plant Operations Concerns list:** Mr. Smithingell presented a list containing maintenance updates.
- 30. Quality Measure report:** Mrs. Delau presented the CASPER report with an update.
- 31. Planned Activities:** Mrs. Conklin presented a list of activities planned for March 2023
- 32. Dietary:** Mrs. Gokee reported an update from Dietary. Casper report for February indicates the facility average for weight loss is 2.9% compared to 6.8% state average and to the 6.5% national average. Spring/Summer meal planning has started. Homemade Carmel corn was prepared in the diner. We Celebrated St. Patrick's Day with a menu change of Corn beef and cabbage with pistachio fluff for dessert. We are also serving Rueben's in the diner as a special treat for any staff or residents that wished to order one.
- 33. Central Supply:** Mrs. Woodruff presented a summary for Central Supply. Central has been working on additional audits and organization. Our goal once finished is for staff to know exactly where each wheelchair, walker etc. is located. Central Supply Manager has secured additional equipment for dialysis unit as well and obtain quotes and pricing for other equipment needed. Central has also has been researching different negative pressure pumps, vital machines, LifeVac devise and different wound/ treatment products. As always Central Supply stocks and maintains the facility with residents and staff's needs. As mentioned at the last meeting, we are looking at succession planning needs for the department.
- 34. Administrators schedule:** Mrs. Espinoza mentioned that she will be on vacation starting March 23, 2023 and will return to work on April 3<sup>rd</sup>, 2023. As this is longer than a week, and the Administrator will be unavailable much of this week, we wanted to inform the board. Theresa Delau and Sandy Lamb will be covering for any urgent needs. In addition, the last two weeks of April the Administrator will be at trainings/conferences and then on a brief vacation over a long weekend the first week of May (May 5<sup>th</sup> through the 8<sup>th</sup>). The Administrator is available during these times for needs. Due to the amount of trainings and vacations scheduled close together, we wanted to keep the board informed.
- 35. Closed session:** Mr. Bontrager made motion to enter closed session, Mrs. Civile supported the motion, motion carried with 2 yeas: Greg Bontrager and Cindy Civile.

- The meeting entered closed session at 11:08am.
- The meeting exited closed session at 11:19 am.

**36. Next Meeting date:** April 21, 2023 at 10:00am

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

The meeting adjourned at 11:20 am.

*Londa Knauff*

