

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

Call to Order: Mrs. Knauff called the meeting to order at 10:10 am. The following were in attendance: Londa Knauff (Chairman), Cindy Civile (co-chair)(remote), Greg Bontrager (Board Member), Shana Espinoza (Administrator), Marque Wenzlick (Administrative Assistant to the Administrator), Sandy Lamb (Human Resources), Theresa DeLau (Director of Nursing), Rachel Baldwin (PR/Marketing), Amy Conklin (Activities) Erika Tomac (Activities), Talenna Ackels (Infection Preventionist), Hollie Downen (Nurse Educator), Jeff Smithingell (Plant Operations), Kelly Knieper (Business Office Manager), Cheri Gokee (Dietary), Tabitha Woodruff (Central Supply Manager), Michael Miller (IT), Phil Alt (Contracted CFO).

1. Recommend approval of Board Member, Cindy Civile' 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 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 minutes of the March 17th, 2023 DHHS Board Meeting. Mrs. Knauff supported the motion, which passed by consensus.
- Mr. Bontrager made motion to approve closed session minutes of the March 17, 2023 Board Meeting. Mrs. Knauff supported the motion, which passed by consensus.

4. Public Participation: None

5. Financial Audit Presentation: The financial statement audit is now complete. The audit papers were passed out at the meeting. The audited engagement was presented by Alan Panter, the partner on the engagement from Yeo & Yeo. It was identified the audited financial statements were issued with the highest level of assurance the auditors could provide, which is an unmodified (clean) opinion, also no single audit was needed this year. Along with the financial statements, graphs of historical information was presented that included ratios and information for revenues, expenses, net position, accounts receivable, bad debts, cash balances, and occupancy. Presentation of the required governance letter highlighted key estimates included in the financial statements and identified no misstatements, disagreements, or other challenges in performing the audit. The DHS Board asked if there were any concerns to be aware of from this audit and Mr. Panter stated there was not.

6. PHE End: We continue to follow the end of the Public Health Emergency (PHE) effective May 11th, 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. We are also tracking the Medicaid redeterminations beginning again. Masking is no longer required in the facility, unless you have a unvaccinated status for COVID-19 and Flu. Vaccine mandate is still in effect. Testing and masking will be required for recent exposures or if you have signs or symptoms. We currently have zero cases. We will be encouraging masking and testing on a case to case basis, and we will begin contact tracing when cases are identified.

7. **Dialysis:** Chris George has obtained approval from the state for construction to begin. We are still waiting for the BFS approval. We heard from the Memorial construction team that they will not be able to begin construction until August at earliest. As such, we began looking in to other construction options with Concerto. Currently we have four contractors who have submitted proposals for the Dialysis Den. As stated before Memorial cannot begin until August at the earliest. EBM Chicago provided a quote of \$150,769.66 and would be able to start within two weeks to a month from being approved. Care Facilities Construction and J.P Kulhanek also provided quotes but would not be able to start for 8 to 10 weeks. For the record, please note Mr. Bontrager identified his role at Memorial but proceeded with the vote as there were only two voting members present.

-Mr. Bontrager made motion to approve quote from EBM Chicago for \$150,769.66 contingent on the start date of 3 weeks. Mrs. Knauff supported motion, which passed by consensus.

8. **Marketing/PR:** Mrs. Baldwin provided an update in Marketing/PR. Press Release letters for dialysis services have been sent out. Argus Press did an article about PV donating our old van to the County Owosso Airport. Footage for commercials and videos have been completed. CRT is planning a Pleasant View Senior Prom on June 8th and 6:30pm.
9. **Consulting Proposal:** Mrs. Baldwin presented a proposal from Mistie Jordan to assist us with Marketing and PR consulting needs. The main objective is to work together to develop a strategic plan and direction for the department. Lengthy discussion ensued with the board requesting more information. The discussion was tabled.
10. **Star rating with CMS:** Mrs. Espinoza updated everyone that we still continue to be a five-star facility.
11. **Reports related to Financial Updates:** Mr. Alt presented financial information, primarily related to COVID-19.
12. **Medicaid Outstation Worker:** The contract for the Medicaid outstation worker is expected to be received in July (for renewal). Last year we paid \$72,150. This year the renewal is \$74,150. The total increase for the contract is \$2,000 (approximately 2.7%) and is for an increase in wages and benefits. We do pay the full amount at the time the initial invoice is sent. The current contract expires 9/30/23. We are expecting they will be sending out the proposed contract in July.

-Mr. Bontrager made motion to approve re-signing the Medicaid Outstation Worker Contract, provided no concerns with the written agreement upon receipt. Mrs. Knauff supported motion, which passed by consensus.

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. Mr. Alt states he is seeing movement at other facilities.

14. 2022 Internal Financial Reporting: Mr. Alt explained the initial December 2022 financial statements were presented in the February 2023 board meeting. Since that date, certain adjustments were made to finalize the financial reporting for 2022. To ensure the board receives identification of the changes that occurred, the attached summary financial statements are presented, which match to the audited financial statement results for the year ending December 31, 2022. Discussion ensued regarding strategic planning and a list of cash reserves.

-Mr. Bontrager made motion to approve the 2022 internal financial statements that match the audited financial statements. Mrs. Knauff supported motion, which passed by consensus.

15. Financial Report: Mrs. Knieper presented the unaudited February 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 February 2023 financials. Mrs. Knauff supported motion, which passed by consensus.

16. Accounts Payable: Mrs. Espinoza presented the check registers for the pay period dated 03/04/2023-03/17/2023 and 03/18/2023-03/31/2023.

- Mr. Bontrager made motion to approve payment of check register date of 03/17/2023 in the amount of \$1,114,250.47. Mrs. Knauff supported the motion, which passed by consensus.,

-Mr. Bontrager made the motion to approve payment of check register dated 03/31/2023 in the amount of \$489,964.87. Mrs. Knauff supported the motion, which passed by consensus.

17. Payroll: Mrs. Lamb presented the payroll summaries for pay periods dated 02/27/2023-03/12/2023 and 03/13/2023-03/26/2023.

- Mr. Bontrager made motion to approve payroll summaries for the dates of 02/27/2023-03/12/2023 in the amount of \$435,255.95. Mrs. Knauff supported the motion, which passed by consensus.

-Mr. Bontrager made motion to approve payroll summaries for the dates 03/13/2023-03/26/2023 in the amount of \$443,967.23. Mrs. Knauff supported the motion, which passed by consensus.

18. Occupancy data comparison: Mrs. Espinoza presented the graph from 3/2023 compared to 3/2022. The 2023 average daily census is higher when compared with 2022. The high census and lower admits is indicative of a higher, stable census.

19. Write Offs: None.

20. Write offs less than \$500: Mrs. Knieper presented the write offs for this month.

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

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

- 23. State:** On 3/7/23 the state arrived to investigate our three outstanding FRI's and three reported complaints. They gave us three citations. The plan of correction (POC) compliance date was April 6th. This date was also the DNP (denial of non-payment) date. We were cleared by state on 4/17/23, clearing us back to April 6, 2023, therefore the DNP never went into effect. Please note this was not our annual survey and we are expecting that. We also have five outstanding FRI's. FYI.
- 24. 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 in Mid-May.
- 25. Physician Services:** Mrs. Espinoza explained we will keep this a line item on the agenda as it relates to the new Physicians Group, Theoria. The onboarding process started smoothly for a couple days. However, we quickly identified a lot of disconnect amongst their team and the communications we received. We continue to work through the process. We are still waiting on the selection of the NP that will be permanently placed at our facility. We do recognize that the onboarding process in this case was 28 days, and they typically prefer 90 days.
- 26. Updated policies:** COVID policy, along with the vaccination and visitation policies (for COVID) continue to be updated and are live on our website.
- 27. Incident/Accident Report data:** Mrs. Delau presented incident and accident reports from January 2023 through March 2023.
- 28. 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.
- 29. Administrator Job Description:** Mrs. Espinoza explained the revised job description for the Administrator was updated to include clarification to emergency expenses. HR reviewed/proposed the changes. Board requested a redlined version of the job description to show changes. Tabled for now.
- 30. Nurse Staff Concerns:** Recently there has been a significant reduction in the nurses working, especially at nights. As such the week of March 27th, the Administrator authorized a one-time allowance to approve a \$200 bonus to any nurse that picked up a night shift over two weeks. We had a total of \$1,400 paid out in the first pay period, and \$4,800 paid out in the second pay period for this bonus (March 22nd through April 5th). Also, in relation to the nurse staff concerns, we are not seeing success in finding applicants. As such, we find it necessary to explore agency staffing. We have researched a company that another MCF utilizes. The company is Vital Nurse Staffing LLC dba CORE Staffing. We have had legal review the contract already. The rate to utilize an agency nurse is \$75/hour for RN and \$65/hour for LPN. Please note that a RN nurse working at PV makes \$36.86/hour at the top of the scale. If this same RN picks up a 12 hour shift on overtime they make \$62.79/hour with the overtime rate and bonuses worked in. In addition, they have agreed we could meet the staff first before working with them. If the staff is a good fit, we can pay \$7,000 to release them from their contract to work at Pleasant View. This could save expense in turnover. The termination clause on this contract is 30-day notice. Please note there are no guarantees the agency will have staff either. In addition, legal is looking for other viable entities to work with if necessary.

-Mr. Bontrager made motion to approve the contract as written with Vital Nurse Staffing (dba CORE Staffing). Mrs. Knauff supported motion, which passed by consensus.

31. Work Comp Payroll Audit: We received an increase from our work comp carrier (Argent West Bend). This increase comes after our payroll audit was submitted. They did include the additional \$2.35/hour from the state in to their calculations. We confirmed this was accurate. They responded it was correct to include because it is considered remuneration and would be included in the wages owed to the employee if he/she were to be injured and missing time from work. The amount due is \$16,292.

-Mr. Bontrager made motion to approve payment of \$16,292 to Argent West Bond. 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. Tomac presented a list of activities planned for May 2023

35. Dietary: Mrs. Gokee reported an update from Dietary. The first week of Spring and Summer Menu is completed and now currently working on weeks two through five. We increased our auditing for the dining room for compliance after our recent mock survey. We are also provided staff education. We changed our menu for the Easter dinner per resident's request at resident council. Recently we served white chicken chili in the diner which was also requested at resident council. Our facility overserved a percentage of weight loss is 0% compared to the state comparison group 6.9% and the national comparison of 6.7%.

36. Central Supply: Mrs. Woodruff presented a summary for Central Supply. We currently are still obtaining quotes for items for the dialysis unit. Working on a plan for changes related to the May 11th end of PHE. Updates to come for CS Binder and job description. We continue to work on back up support position to the CS Director role.

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

- The meeting entered closed session at 11:49am.
- The meeting exited closed session at 12:52 pm.

38. Return to Open Session: Mr. Bontrager made motion to return to open session, Mrs. Knauff supported motion, which passed by consensus.

- Mr. Bontrager made motion for Board to approve settlement for Plaintiff RD not to exceed \$13,500.00 and for Plaintiff CW not to exceed \$10,000.00. Mrs. Knauff supported motion, which passed by consensus.

39. Next Meeting date: May 19, 2023 at 10:00am

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

The meeting adjourned at 12:54 am.



