

**Pleasant View Shiawassee County Medical Care Facility  
Shiawassee County Health and Human Services Board Meeting Minutes  
August 25, 2023**

**Call to Order:** Mrs. Knauff called the meeting to order at 10:00 am. The following were in attendance: Londa Knauff (Chairman), Cindy Civile (co-chair), 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), Hollie Downen (Infection Preventionist), Jeff Smithingell (Plant Operations), Kelly Knieper (Business Office Manager), Jackie Grams (Dietary), Tabitha Woodruff (Central Supply Manager), David Skucz as (IT), Phil Alit (Contracted CFO).

1. **Employee Spotlight:** Will present next month.
2. **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 July 21, 2023 DHHS Board Meeting. Mrs. Civile supported the motion, which passed by consensus.

3. **Public Participation:** None
4. **Dialysis:** Mrs. Espinoza gave an update and construction is going well! We are still sorting through the BFS approval. Formal announcements to the community continue, along with planning the open house. The open house date has been set for September 20<sup>th</sup>. The current estimated first date of services for dialysis is the first week of October. As it gets closer, we will continue to pinpoint that date. Mrs. Espinoza stated there have been two Nephrologist identified at this time by Concerto.
5. **Marketing/PR:** Mrs. Baldwin provided an update in Marketing/PR. The Facility open house is September 20, 2023 from 4pm-7pm. Pleasant View continues to grow its social media presence, we now have a TikTok account. CRT is selling mums as a fall fundraiser.
6. **Star rating with CMS:** Mrs. Espinoza updated everyone that we still continue to be a five-star facility.
7. **Retention Credit:** We continue 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. Suggestion was made to contact a state representative.
8. **Recruitment and Retention Grant:** As a reminder, the MCMCFC group applied as an entity. We were notified that the MCMCFC group was approved! Six applicants were notified that they were awarded the grant. Grant funding totaling \$67 million was available. Approximate amount we will receive is \$144,000. The MCMCFC group has

begun meetings on how to proceed. We will begin submitting monthly invoices as of 10/1/23 and funding will continue through December of 2024

9. **Community Relations Team (CRT) Funds Transfer:** Mrs. Espinoza explained the summary for CRT expenses for April 2023 through June 2023. We have transferred the total expenses back to the operating fund, as staff recognition expenses are not to be expensed through general operating funds.
10. **Private Pay Rate Discussion:** As discussed at prior meetings, we have been looking at our private pay rate. As a reminder, there are shifts in Medicaid reimbursement that have prompted this discussion. The Medicaid rate is set to increase again on 10/1/23. As Medicaid continues to adjust rates, it is important for Pleasant View to ensure the private pay rate is above the Medicaid rate. Medicaid will reimburse Pleasant View the lesser of the private pay rate or Medicaid rate. Even though the private pay rate will financially impact the current long-term private pay residents, it can have a much larger impact if the rate is below the Medicaid rate, because that lower rate would impact reimbursement for over 90 residents at PV. As a reminder a 60-day notice is required to change the private pay rate.

- Mr. Bontrager made motion to set the private pay rate to \$460 effective 11/01/2023. Mrs. Civile supported the motion, which passed by consensus.

11. **Financial Report:** Mr. Alt presented the unaudited June 2023 financial statements, including a balance sheet, income statement and month end recap. Discussion occurred at meeting.

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

12. **Accounts Payable:** Mrs. Lamb presented the check registers for the pay period dated 07/08/2023-07/21/2023 and 07/22/2023-08/04/2023.

- Mr. Bontrager made motion to approve payment of check register date of 07/21/2023 in the amount of \$576,265.58. Mrs. Civile supported the motion, which passed by consensus.

- Mr. Civile made the motion to approve payment of check register dated 08/04/2023 in the amount of \$409,242.78. Mr. Bontrager supported the motion, which passed by consensus.

13. **Payroll:** Mrs. Lamb presented the payroll summaries for pay periods dated 07/03/2023-07/16/2023 and 07/17/2023-07/30/2023.

- Mr. Bontrager made motion to approve payroll summaries for the dates of 07/03/2023-07/16/2023 in the amount of \$468,753.17. Mrs. Civile supported the motion, which passed by consensus.

-Mrs. Civile made motion to approve payroll summaries for the dates 07/17/2023-07/30/2023 in the amount of \$434,937.20. Mr. Bontrager supported the motion, which passed by consensus.

- 14. Occupancy data comparison:** Mrs. Espinoza presented the graphs from 6/2023 that were presented at last meeting. Mrs. Espinoza proposed new graphs for comparison but also to align with financials for month presented. Also we will present the current daily census on the day of the meetings.
- 15. Write Offs:** There were no write-offs this month.
- 16. Write offs less than \$500:** There were no write-offs less than \$500 this month.
- 17. AR Reconciliation:** Mrs. Knieper presented the AR reconciliation form.
- 18. State:** Mrs. Espinoza stated as previously discussed, the state completed the annual survey. We received 2 minor health citations, and 5 life safety citations. The plan of corrections were submitted and cleared! The only outstanding is the waivers under Life Safety through November. We have no outstanding FRI's.
- 19. Physician Services:** Mrs. Espinoza explained as requested, we are going to keep a line item on the agenda as it relates to the new Physician Services group, Theoria. Our Medical Director continues to work with our facility. Our new, permanently placed NP has begun training at our facility. He began full-time as of 8/14/23. Communications reduced again with a turnover in the physician group staff coordination, as such communications with owners of the company have begun with the Administrator. These direct communications have started off well, and plan to happen regularly.
- 20. Strategic Planning/Expansion:** Since the last meeting, planning for a strategic session is being explored. Review of legal assistance options for land purchase and facility expansion opportunities are also being explored. It was suggested to meet with Memorial to continue discussions between partnerships and property of the Commons.
- 21. Attorney General:** Mrs. Espinoza provided information regarding the AG's office. The Attorney General's office has been stopping at different nursing homes for what they call a Sentinel Visit. They have recently visited a home in the Traverse City area, and in the Lansing area. They look at a variety of things such as wounds, documentation, failure to follow the care plan, spend time talking to staff, etc. These events were not prompted by any sort of report or event, they appear to be at random. Education for the board.
- 22. Updated Policies:** Mrs. Espinoza states we revise operational policies often. There are no updated or new policies to report to the board this month.
- 23. Incident/Accident Report data:** Mrs. DeLau presented incident and accident reports from May 2023 through July 2023.
- 24. MDS Team Lead:** As previously mentioned, 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, It was proposed one of the four current positions be promoted to team lead. In addition, we are working on rolling out the support from Engage consulting to fill our open MDS position.

-Mrs. Civile made motion to approve the MDS team lead position as written at a cost of \$39.45. Mr. Bontrager supported motion, which passed by consensus.

25. **Direct Care Worker and Non-Clinical Staff State Wage Increase:** No new updates on this. On June 28<sup>th</sup>, the Michigan Senate and House of Representatives approved the budget for fiscal year 2024, which begins October 1<sup>st</sup>, 2023. It is important to recall that there currently is a direct care worker wage increase in effect in the amount of \$2.35/hour for our nurses and nurse aides. With this new budget they are increasing the amount by \$0.85/hour which will bring the total for direct care workers to \$3.20/hour. In addition, they have added a non-clinical wage increase of \$0.85/hour. The definitions provided do not include every job classification in our facility. We are working with our representative groups to get clarification information. Please note these changes do not go in effect until October 1<sup>st</sup>, 2023.
26. **Plant Operations Concerns list:** Mr. Smithingell presented a list containing maintenance updates.
27. **Quality Measure report:** Mrs. DeLau presented the CASPER report with an update.
28. **Planned Activities:** Mrs. Conklin presented a list of activities planned for August 2023
29. **Consultant Dietician:** Mrs. Espinoza explained our consultant Dietician, Lynn Spaulding, is retiring as of September 1<sup>st</sup>, which was previously discussed at last meeting. Ms. Spaulding has been working on training a replacement for the last several years (Sarah Smith). Ms. Smith is familiar with our facility and our team as she has filled in for Ms. Spaulding several times. She has done a wonderful job for us. We are recommending we contract with Ms. Smith moving forward. Please note the facility is required to have a Dietician on staff or a contract with a consultant Dietician. We have had legal review the contract for Ms. Smith, which is the same contract our legal drafted for Ms. Spaulding (she requested the same contract and rates). Her rate is set at \$70/hour, which is the same rate we had set for Ms. Spaulding.

-Mrs. Civile made motion to approve dietician services with Ms. Sarah Smith starting September 1, 2023. Mr. Bontrager supported motion, which passed by consensus.

30. **Dietary:** Mrs. Grams reported an update from Dietary. We celebrated fair week and served something each day in the diner. We made and served no bake cookies on the beverage cart per the residents' request. We also received a small shipment of fresh vegetables from the jail garden. Per the CASPER report, our facility is at 1.8% weight loss compared to the state average at 6.7% and the national average of 6.5%.
31. **Central Supply:** Mrs. Woodruff presented a summary for Central Supply. Central is working on replacing our house stock of Zoll AED's. We are looking to order 7 new replacement. Interviews have been completed for the new Central Supply Assistant position. Central supply has updated and created forms to help navigate the wheelchair audit at the helpful input of staff.
32. **Next Meeting date:** Next meeting date September 15, 2023 at 10:00am.

- 33. Adjourn:** Mrs. Civile made motion to adjourn the meeting. Mr. Bontrager supported the motion, which passed by the consensus.
- 34.** The meeting adjourned at 11:27 am.

*Londa Krauff*

