

Pleasant View Shiawassee County Medical Care Facility
Shiawassee County Health and Human Services Board Meeting Minutes
July 21, 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), Greg Bontrager (Board Member), Shana Espinoza (Administrator), Marque Wenzlick (Administrative Assistant to the Administrator), Sandy Lamb (Human Resources) Chasity Nelson (Human Resources) , Theresa Delau (Director of Nursing), Rachel Baldwin (PR/Marketing), Erika Tomac (Activities), Hollie Downen (Infection Preventionist), Jeff Smithingell (Plant Operations), Kelly Knieper (Business Office Manager), Cheri Gokee (Dietary), Tabitha Woodruff (Central Supply Manager), Michael Miller (IT).

1. **Employee Spotlight:** Mrs. Baldwin presented the employee spotlight for this 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 June 16th, 2023 DHHS Board Meeting. Mrs. Civile supported the motion, which passed by consensus.
 - Mrs. Civile made motion to approve closed session minutes of the June 16th, 2023 Board Meeting. Mr. Bontrager supported the motion, which passed by consensus.
3. **Public Participation:** None
4. **Dialysis:** We are still working on BFS approval. Formal announcements to the community have continued along with planning the open house. FF&E review, costs, and ordering have continued. We are currently working on a formal timeline with Concerto for official opening dates. Currently we are estimating 30-45 days after the end of construction which is estimated to last 8-10 weeks.
5. **Marketing/PR:** Mrs. Baldwin provided an update in Marketing/PR. CRT continues to meet and come up with fundraiser ideas and community engagements. Weekly meetings continue with Concerto as we prepare for our open house. Also had our first meeting with our consultant and an audit was conducted of our website and social media platforms. LinkedIn creation was suggested. Discussion ensued regarding traditional media.
6. **Star rating with CMS:** Mrs. Espinoza updated everyone that we still continue to be a five-star facility.
7. **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.

8. **Recruitment and Retention Grant:** As discussed at previous board meetings, The MCMCFC group did apply as one entity. We are waiting for further information. We were informed the dollars requested by everyone far exceeds the amount of grant dollars.
9. **Private Pay Rate Discussion:** No further updates regarding this discussion. As a reminder, shifts in Medicaid reimbursement are requiring more frequent discussions on private pay rates. As costs for all providers increase, the Medicaid reimbursement rate will continue to increase. The Medicaid rate is set to increase again on 10/1/2023. As Medicaid continues to adjust rates, it is important for Pleasant View to ensure the private pay rate (currently \$400) is above the Medicaid rate (currently \$372). 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 Pleasant View. Further, we are required to provide a 60-day notice to change the private pay rate. Discussion ensued regarding setting a formula to set the private pay rate. Discussed setting a policy with a threshold moving forward.
10. **Financial Report:** Mrs. Knieper presented the unaudited May 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 May 2023 financials. Mrs. Civile supported motion, which passed by consensus.

11. **Accounts Payable:** Mrs. Lamb presented the check registers for the pay period dated 04/29/2023-05/12/2023 and 05/13/2023-05/26/2023.

- Mrs. Civile made motion to approve payment of check register date of 06/09/2023 in the amount of \$390,092.57. Mrs. Civile supported the motion, which passed by consensus.

-Mr. Bontrager made the motion to approve payment of check register dated 06/23/2023 in the amount of \$552,665.07. Mrs. Civile supported the motion, which passed by consensus.

-Mr. Civile made the motion to approve payment of check register dated 07/07/2023 in the amount of \$489,806.00. Mr. Bontrager supported the motion, which passed by consensus.

12. **Payroll:** Mrs. Lamb presented the payroll summaries for pay periods dated 05/22/2023-06/04/2023, 06/05/2023-06/18/2023, and 06/19/2023-07/02/2023.

- Mr. Bontrager made motion to approve payroll summaries for the dates of 05/22/2023-06/04/2023 in the amount of \$487,998.13. Mrs. Civile supported the motion, which passed by consensus.

-Mr. Bontrager made motion to approve payroll summaries for the dates 06/05/2023-06/18/2023 in the amount of \$448,475.29. Mrs. Civile supported the motion, which passed by consensus.

-Mr. Bontrager made motion to approve payroll summaries for the dates 06/19/2023-07/02/2023 in the amount of \$436,539.30. Mrs. Civile supported the motion, which passed by consensus.

13. **Occupancy data comparison:** Mrs. Espinoza presented the graph from 6/2023 compared to 6/2022. The June graphs indicate the same admissions, higher readmissions and lower discharges when compared with 2022. Please note that we are working on updating these graphs to provide more comparison data throughout the year. Discussion ensued regarding strategic planning. Dedicated time will be allotted at future board meetings to continue expansion planning discussions.
14. **Write Offs:** There is a total of 3 write-offs this month totaling \$15,679.49. Discussion occurred at meeting.
 - Mrs. Civile made motion to approve three write-offs in the total amount of \$15,679.49. Mr. Bontrager supported the motion, which passed by consensus.
15. **Write offs less than \$500:** Mrs. Knieper presented the write offs for this month.
16. **AR Reconciliation:** Mrs. Knieper presented the AR reconciliation form.
17. **Medicaid Outstation Worker Quarterly Report:** Mrs. Knieper presented the quarterly report regarding the Medicaid outstation worker.
18. **Medicaid Outstation Worker:** The new outstation worker has been training onsite for a few weeks. The new outstation worker is attending LTC Medicaid training the week of 8/21/23. We expect the transition to go smoothly. FYI.
19. **State:** Mrs. Espinoza states we received 2 minor health citations, and 5 life safety citations. The plan of corrections have been submitted. Two of the life safety plans were rejected twice and we have resubmitted again yesterday. The health citations were so low level, a revisit is not necessary. However, we are auditing the two areas needed (MDS and Bed Hold agreements) and we were in compliance by 7/17 as promised in the POC. We await clearance of the life safety citations as well as approval of some waivers.
20. **PEPPER report:** Mrs. Espinoza explained that the PEPPER (Program for Evaluating Payment Patterns Electronic Report) is a comparison report completed by CMS. It compares claims data for a provider (our facility) to other providers in the state. This report is completed yearly. Our consultant, Axis, has reviewed the report to confirm that compliance was validated. It should be noted that there are no outliers except for speech. And the speech outlier shows there is the potential that we are not capturing all that we can.

- 21. Physician Services:** Mrs. Espinoza explained we will keep this a line item on the agenda as it relates to the new Physicians Group, Theoria. Dr. Ramin Rafie is our Medical Director and he is working very well with the facility. We continue to wait for our Nurse Practitioner to be placed in our facility permanently. Communication processes has improved overall.
- 22. Incident/Accident Report data:** Mrs. DeLau presented incident and accident reports from April 2023 through June 2023.
- 23. Social Work Support Position:** In March of 2022, we began utilizing one of Pleasant View's retired Social Workers in a Social Work Support Position. This position has been extremely beneficial and we utilized more hours than anticipated. We would like to continue this position for an additional two years as we transition out of the pandemic. The structure of payment that we have been using is no longer possible as COBRA is expiring. As such, we have explored options. Since this employee is a retiree from Pleasant View, we have identified that she is eligible for continuing health insurance through us. Typically, the retiree is required to pay the entire amount of the insurance. This is the same amount we have been paying under COBRA. As such, we are proposing that we continue the same payment structure and pay the \$15/hour with the cost of insurance, however we would categorize her as a retiree under Blue Cross Blue Shield.

-Mr. Bontrager made motion to approve an extension of the Social Work Position for 2 years. Mrs. Civile supported motion, which passed by consensus.

- 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, we are looking at creating a team lead position. A meeting has been set up for next week to pick up this discussion. In addition, we are working on rolling out the support from Engage consulting to fill our open MDS position. One individual has been hired for MDS through our own processes.
- 25. Administrator Job Description:** Mrs. Espinoza explained the revised job description for the Administrator which was reviewed by legal.

- Mr. Bontrager made motion to approve job description for the Administrator as written. Mrs. Civile supported motion, which passed by consensus.

- 26. Direct Care Worker and Non-Clinical Staff State Wage Increase:** On June 28th, the Michigan Senate and House of Representatives approved the budget for fiscal year 2024, which begins October 1st, 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. It does include housekeeping, maintenance, laundry, dietary workers, medical records, social workers, and diversion therapy (activities). It does not currently specify other positions such as administrative

assistants, business office staff, central supply staff, and there are no current clarifications for any management positions (within and not within the listed departments). We are working with our representative groups to get clarification information. Please note these changes do not go in effect until October 1st, 2023.

- 27. Plant Operations Concerns list:** Mr. Smithingell presented a list containing maintenance updates.
- 28. General Update-Nursing:** We are preparing for the state mini survey set for August on pressure ulcer prevention and falls management. We are working on our training and orientation program for nurses to be as individualized as possible based on their experience. We have re-hired a former PV nurse with extensive experience and a new graduate nurse so we are adjusting our training process to meet different experience levels. We developed a policy for training and delegating nursing care services for graduate nurses. We have had a unique admission for a competent resident needing support for blindness and deafness. This has prompted planning with regard to braille and tactile sign language services.
- 29. Quality Measure report:** Mrs. DeLau presented the CASPER report with an update.
- 30. Infection Control:** On July 1, 2023 we had one resident test positive for COVID along with one staff member as part of our contract tracing. There has been no new cases since. Our processes we have in place are working well.
- 31. Medication Refrigerators:** Each of our units have medication refrigerators that we use to store certain medications (medications that require refrigeration). We have slowly been replacing all of the medication refrigerators due to age and maintenance issues. There are two remaining that need to be replaced. The total cost for both is \$6,126.49.

-Mr. Bontrager made motion to approve the replacement of two medication refrigerators at a cost of \$6,126.40. Mrs. Civile supported motion, which passed by consensus.

- 32. Planned Activities:** Mrs. Tomac presented a list of activities planned for August 2023
- 33. Dietary:** Mrs. Gokee reported an update from Dietary. We had our annual picnic with residents, staff and family members. Fourth of July we served picnic foods in the diner. We are in the process of auditing for tray accuracy. Our consultant dietician is retiring and will provide an update with a contract to present at a future meeting.
- 34. Central Supply Assistant Supervisor:** Discussed previously, we have been working on designing a Central Supply Assistant Supervisor position. We have completed a cost breakdown and benefits summary for adding the position. Please note this was not budgeted for 2023, but will be worked in to the 2024 budget.

-Mrs. Civile made motion to approve the Central Supply Assistant Supervisor position as written. Mr. Bontrager supported motion, which passed by consensus.

- 35. Central Supply:** Mrs. Woodruff presented a summary for Central Supply. Central has been working on getting equipment for our dialysis unit. This month we researched

disposable wound vacs, inspire cpap options and Cologuard testing. Central has come up with a plan if UPS goes on strike. UPS does have a contingency plan to make sure we still our deliveries but may be delayed.

36. **Next Meeting date:** Discussion occurred at meeting to move the August board meeting from August 18, 2023 to August 25, 2023 at 10:00am
37. **Adjourn:** Mrs. Civile made motion to adjourn the meeting. Mr. Bontrager supported the motion, which passed by the consensus.
38. The meeting adjourned at 11:38 am.

Londa Krauff