Pleasant View Shiawassee County Medical Care Facility
Shiawassee County Health and Human Services Board Meeting Minutes
June 16, 2023

Call to Order: Mrs. Knauff called the meeting to order at 10:05 am. The following were in attendance: Londa Knauff (Chairman), Cindy Civille (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), Amy Conklin (Activities) Erika Tomac (Activities), Hollie Dowen (Infection Preventionist), Talenna Ackels (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. **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:**

   - Mrs. Civille made motion to approve the minutes of the May 19, 2023 DHHS Board Meeting. Mr. Bontrager supported the motion, which passed by consensus.

   - Mr. Bontrager made motion to approve closed session minutes of the May 19, 2023 Board Meeting. Mrs. Civille supported the motion, which passed by consensus.

3. **Public Participation**: None
4. **PHE End:** The official end of the PHE occurred May 11th, 2023. As mentioned at the last board meeting, we have made changes to end mass masking in the facility as well as mass testing. We are now, in accordance with the end of the PHE, masking and testing for certain circumstances (such as symptoms, exposure, contact tracing, etc.). Since the last meeting we have also learned that the end of the vaccine mandate was set on 6/5/23 to officially expire on 8/5/23. However, they have also published that they will not enforce the mandate as of 6/5/23. This meant the removal of masks for unvaccinated staff. This also means a vaccine or exemption is not required in order to be hired or contract with the facility. We are required to continue an effective infection control program. Discussion ensued regarding removing this section for future board meetings.
5. **Dialysis:** As approved at the last meeting, we selected EBM to complete the construction of the project. Construction has began as of June 5, 2023. We are still working on BFS approval. Formal announcements to the community have begun and we will begin planning an 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.

6. **Marketing/PR**: Mrs. Baldwin provided an update in Marketing/PR. CRT hosted the PV Senior Prom which had a great turn out. The Argus Press also did a story about the Prom. There will be a full page advertisement about the Concerto Construction at PV in the Argus Press. CRT is continuing their plans for the late summer/early fall Open house.
7. **Consulting Proposal:** At the last meetings we discussed 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. The newest proposal will be 10 hours a month at $85/hour for a total of 3 months ($2,550 total for the 3 months). Following that we would work with Ms. Jordan as needed for a cost of $45/hour. Please note that we do not anticipate much utilization of the hours. There is also a 10-day easy out clause. Discussion ensued.

   -Mr. Bontrager made motion to approve services with Mistie-Jordan as written. Mrs. Civille supported motion, which passed by consensus.

8. **Star rating with CMS:** Mrs. Espinoza updated everyone that we still continue to be a five-star facility.
9. **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. Audits are happening, even before payments have been received.
10. **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.
11. **Private Pay Rate Discussion:** 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. After setting rates on 10/1/2022, Medicaid adjusted the rate effective 1/1/2023 with a 2 % 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 3 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. We do not have any competitor's rates at this time and would like to make one big change instead of changing multiple times. Will continue discussion at future meetings.

12. **Financial Report:** Mr. Alt presented the unaudited April 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 April 2023 financials. Mrs. Civille supported motion, which passed by consensus.

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

- Mr. Bontrager made motion to approve payment of check register date of 05/12/2023 in the amount of $501,084.55. Mrs. Civille supported the motion, which passed by consensus.

-Mrs. Civille made the motion to approve payment of check register dated 05/26/2023 in the amount of $506,214.53. Mr. Bontrager supported the motion, which passed by consensus.

14. **Payroll**: Mrs. Nelson presented the payroll summaries for pay periods dated 04/24/2023-05/07/2023 and 05/08/2023-05/21/2023.

- Mr. Bontrager made motion to approve payroll summaries for the dates of 04/24/2023-05/07/2023 in the amount of $430,135.73. Mrs. Civille supported the motion, which passed by consensus.

-Mrs. Civille made motion to approve payroll summaries for the dates 05/08/2023-05/21/2023 in the amount of $423,187.60. Mr. Bontrager supported the motion, which passed by consensus.

15. **Occupancy data comparison:** Mrs. Espinoza presented the graph from 5/2023 compared to 5/2022. The 2023 average daily census is higher when compared with 2022. There is lower admissions, higher readmissions and lower discharges when compared with 2022.
16. **Write Offs:** None.
17. **Write offs less than $500:** None
18. **AR Reconciliation**: Mrs. Knieper presented the AR reconciliation form.
19. **Medicare Outstation Worker**: Our Medicaid outstation worker has given us notice that she will be taking another job with MDHHS. We have had meetings with MDHHS to discuss replacement opportunities. We were able to meet with the interested person for this position, and she has accepted the position and will start shadowing 2 days a week until Morgan's last day, which will be July 21, 2023.
20. **Electrical Issue**: Late in the evening on 5/30/23 our fire alarms alerted and we identified that our electrical room was full of smoke. The fire department immediately assisted and Jeff Smithingell, Plant Operations Director, drove to the facility. Upon investigation

we found a transfer switch outside the facility blew, and caused smoke to travel along the wires through the underground tubing to fill the electrical room with smoke. This occurred during our weekly generator load test. The damage prevented the generator from shutting down, and cause damage to a panel that runs our air conditioning, laundry, and boilers. An electrician was immediately called out and they helped the fire department assess the damage. They made sure we were secure and kept us running except for the air (the night was cool though and we had staff constantly monitoring). He returned at 7am the next day and got it up and running with a temporary fix. With the temp fix in place, everything is currently running. The parts for the repair are expected any time. After arrival we will need to shut down the air conditioning and laundry for approximately 6-8 hours. The areas with smoke were nowhere near residents, and everyone was safe. We are looking to see if this should be an insurance claim.

21. **State**: Mrs. Espinoza updated that State arrived at our facility for the annual survey. They left on 6/14/22 with two new FRIs and 1 outstanding.
22. **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 be to be placed in our facility permanently.
23. **Updated policies**: COVID policy, along with the vaccination and visitation policies (for COVID) continue to be updated and are live on our website.
24. **Incident/Accident Report data**: Mrs. DeLau presented incident and accident reports from March 2023 through May 2023.
25. **MDS Team Lead**: As discussed at previous meetings, the structure of the MDS positions had 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. Positions are Union and discussions have begun with the Union representatives. We are working with Engage Consulting to fill the MDS position. One person has been hired for MDS through our own process. FYI
26. **Administrator Job Description:** Mrs. Espinoza explained the revised job description for the Administrator. Will table until review by legal is complete.
27. **Union Agreement:** Through meetings with the union it was identified that there were some errors in regard to the mandating language in the current contract and letters of agreement. LOA did not align during negotiations. Errors are being reviewed by legal and a vote was held on 5/16/23. This has been completed and no further vote is needed.
28. **Nurse Staff Concerns:** It was discussed at the last meeting that we did have one supervisor take a $1,500 bonus to move to nights for 1 month while we got the agency staff in place. This bonus was offered to all nurses but only one accepted. There was actually two nurses that moved to night shift for a $1500 bonus, not one that was mistakenly reported.
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. Tomac presented a list of activities planned for July 2023

32. **Dietary:** Mrs. Gokee reported an update from Dietary. There was no resident choice meal this month due to our upcoming Annual Picnic on June 28th! Homemade banana bread was made in the diner. We continue to monitor the CASPER report for weight loss.
33. **Central Supply:** Mrs. Woodruff presented a summary for Central Supply. Central has been working on re-setting after COVID. Moving items and cleaning out storage areas. We have obtained a few more items and following direction of Concerto. CS has been also looking into our wound supplies. Checking prices, companies and such. We also continue to work up on a back-up position to the CS director role.
34. **Closed session:** Mr. Bontrager made motion to enter closed session, Mrs. Civille supported the motion, motion carried with 3 yeas: Greg Bontrager and Londa Knauff and Cindy Civille.

    - The meeting entered closed session at 11:31am.
    - The meeting exited closed session at 11:39 am.

35. **Next Meeting date:** July 21, 2023 at 10:00am
36. **Adjourn:** Mr. Bontrager made motion to adjourn the meeting. Mrs. Civille supported the motion, which passed by the consensus.

The meeting adjourned at 11:40 am.

Londa Knauff