

**Pleasant View Shiawassee County Medical Care Facility
Shiawassee County Health and Human Services Board Meeting Minutes
September 15, 2023**

Call to Order: Mrs. Knauff called the meeting to order at 10:05 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), Cheri Gokee (Dietary), Tabitha Woodruff (Central Supply Manager), David Skucz as (IT).

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 August 25, 2023 DHHS Board Meeting. Mrs. Civile supported the motion, which passed by consensus.

3. **Public Participation:** None
4. **Dialysis:** Mrs. Espinoza gave an update that construction was completed the beginning of September. Still awaiting the BFS approvals. Estimated first dates of service for dialysis is the second week of October. We will pinpoint a date once it gets closer. Two nephrologist have been identified by Concerto that will work with our residents. Dr. Vaibhav Sahni and his group, Nephrology and Hypertension P.C. Also we welcome Dr. Aniruddha Palya and his group, Kidney and Hypertension Consultants, MI.
5. **Marketing/PR:** Mrs. Baldwin provided an update in Marketing/PR. As previously discussed the Facility open house is still set for September 20, 2023 from 4pm-7pm. Invitations have been sent along with a press release. The dialysis den will have a ribbon cutting ceremony at the open house. Marketing/PR director is the guest speaker at Rotary this month. Highlights will focus on Dialysis Den and our upcoming millage.
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 continue waiting on receipt for employee retention tax credits claimed on amended 941s filed in January. Business Office manager continues to check with the IRS. Suggestion was made previously to contact a state representative, who was very responsive. We had to submit signed approval by administrator to move forward and we are awaiting a call back for further instruction.

- 8. Recruitment and Retention Grant:** As a reminder, the MCMCFC group was approved for the grant! The MCMCFC group has begun meetings on how to proceed. We can begin submitting monthly invoices as of 10/1/23 and funding will continue through December of 2024. Our total amount available to use is approximately \$144,000. As of this time, the following recommendations are being reviewed: -extending 0.85 cents to any staff member that is not included with the state and tying it to attendance expectations. -Continuing team building such as Eden-Leadership training which could focus on middle management positions. HR has also reached out for other resources as well and we will table until the next board meeting.
- 9. Re-bill of Medicaid:** We received notification for our new Medicaid rate effective 10/1/23. Our new rate is \$417.23, which is an increase of \$45.15 per day. Our new rate of \$417.23 will be used beginning 10/1/21 to allow Medicaid to shift back to a cost-based reimbursement system like we had prior to the pandemic. MCMCFC worked with the State and were able to get an agreement to allow for re-billing of past Medicaid claims from 10/1/21-9/30/23 at the new private pay rate (\$460) so reimbursement is not lost when Medicaid annual reconciliations are completed for FY21 and FY22.
- 10. Private Pay Rate Discussion:** As approved at the last meeting, we did give notice of the new private pay rate that will be effective as of 11/1/23. Policy was also made for the private pay rate moving forward as suggested and will review annually.
- Mr. Bontrager made to approve policy titled Private Pay Rate Calculation as written. Mrs. Civile supported motion, which passed by consensus.
- 11. Financial Report:** Mrs. Knieper presented the unaudited July 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 July 2023 financials. Mrs. Civile supported motion, which passed by consensus.
- 12. Accounts Payable:** Mrs. Lamb presented the check registers for the pay period dated 08/05/2023-08/18/2023 and 08/19/2023 to 09/01/2023.
- Mrs. Civile made motion to approve payment of check register date of 08/18/2023 in the amount of \$492,174.24. Mr. Bontrager supported the motion, which passed by consensus.
 - Mr. Bontrager made the motion to approve payment of check register dated 09/01/2023 in the amount of \$583,888.21. Mrs. Civile supported the motion, which passed by consensus.
- 13. Payroll:** Mrs. Lamb presented the payroll summaries for pay periods dated 07/31/2023 to 08/13/2023 and 08/14/2023 to 08/27/2023.

- Mrs. Civile made motion to approve payroll summaries for the dates of 07/31/2023 to 08/13/2023 in the amount of \$427,242.75. Mr. Bontrager supported the motion, which passed by consensus.

-Mr. Bontrager made motion to approve payroll summaries for the dates 08/14/2023 to 08/24/2023 in the amount of \$431,192.83. Mrs. Civile supported the motion, which passed by consensus.

- 14. Occupancy data comparison:** Mrs. Espinoza presented the graphs from 7/2023 which aligns with the July Financials. Also daily census was reported at 129.
- 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, we continue to have the outstanding Life safety waivers through November. We had a state focused survey on 8/31/23 and there were no concerns. The surveyor was very impressed with our facility. We also have 1 outstanding FRI.
- 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 is at our facility and is doing very well. Communications continue and plan to happen regularly with Theoria and Administrator. Will keep board informed with any changes or updates.
- 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. Mrs. Espinoza reached out to a legal contact who provided us with a potential engagement letter to consider. This would enable legal to work with us to provide a clear understanding of the processes involved in purchasing property and subsequent building (if desired). We have previously worked with this attorney when working on our last building project. Discussion ensued. Tabled until next meeting.
- 21. Updated Policies:** Mrs. Espinoza states we revise operational policies often. There are no updated or new policies to report to the board this month.
- 22. Contract Update:** We have received notice from CND Law of their name change and rebrand. We will still use the same services currently provided to us.
- 23. MDS Team Lead:** As approved at the last meeting, we have begun utilizing the MDS team lead position. We have lost another member in the department, dropping the facility to two MDS team members. In addition, these positions need to continue focus and training on Care Coordination for best resident outcomes. As such, we are recommending utilizing Engage Consulting to contract out MDS support for some of our MDS submissions. The cost will be \$70/hour, and we are still sorting through how many hours we anticipate a month will be utilized by Engage. We will monitor closely and will provide updates to the board. Services can be stopped or reduced at any time with a 30-day notice.

-Mrs. Civile made motion to begin utilizing MDS hourly support with Engage Consulting. Mr. Bontrager supported motion, which passed by consensus.

24. **Incident/Accident Report data:** Mrs. DeLau presented incident and accident reports from June 2023 through August 2023. Please note there was a error on Incidents/Accident by months graph and there is not any falls with major injury in August 2023.
25. **Job Transfer:** We have an employee that was on work comp, working in a different position at the facility due to restrictions. She was working in this different position for over 1 year. As such she became ineligible to return to her original job. Upon assessment, medically, she will be unable to return to the prior job ever. Since this was a work comp case and supported medically, we decided to keep this individual working at the facility in a new role. This new role supports two departments. One of the open CNA bids will not be filled in order to accommodate the cost. It was suggested to also make legal council aware of the outcome of this situation.
26. **Insurance Benefit Renewal:** We have received notice that our medical and dental insurance are set to increase. Our benefits rep is working with us to try to reduce costs. For our current Delta Dental plans we are potentially looking at a 3.31% increase with a two-year rate lock (this was after his negotiations). For medical with BCBS, we are looking at significant cost increases to maintain the same plans. It is currently looking at an approximate 37% increase overall. We are looking at all options.
27. **CMS Proposed Minimum Staffing for LTC:** Please see the attachment regarding proposed state minimum staffing rules. A few things to keep in mind, this rule rolls out in phases as written. It clarifies who is included. It excludes LPN's from the calculations in effort to increase RN and CNA hours. Please note Pleasant View employees several LPN positions. In the second attachment, you can see efforts being made. The Administrator is working closely with the groups to weigh in on comments. In addition, HR is working to identify where we stand with the rule as of today.
28. **Direct Care Worker and Non-Clinical Staff State Wage Increase:** Currently the 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. It does include housekeeping, maintenance, laundry, dietary workers, medical records, social workers, and diversion therapy (activities). It clarifies that it does not include positions such as administrative assistants, business office staff, central supply staff, and any management staff. Please note these changes do not go in effect until October 1st, 2023. We also identified that there are 61 positions (full-time and part-time) in the facility that are not part of this direct wage increase. Discussion ensued a cost breakdown of each position and the total cost from 10/1/2023 to 9/30/2024. Will table till next board meeting.
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. Also discussion occurred regarding the new Covid vaccine that has been released. This will impact our employee and residents vaccination rates in NHSN.
- 31. Planned Activities:** Mrs. Conklin presented a list of activities planned for September 2023
- 32. Consultant Dietician:** Mrs. Gokee presented a final letter from our previous Dietician, Mrs. Spaulding who retired September 1, 2023.
- 33. Dietary:** Mrs. Gokee reported an update from Dietary. We have been working on planning for our open house with the team. Dietary continues to audit meal trays for accuracy. We have received more donations from the jail gardens. Salmon patties were made in the diner per resident's request. Lastly, we have started our Fall/Winter menu planning, focusing on revamping menus for the opening the of new dialysis center.
- 34. Central Supply:** Mrs. Woodruff presented a summary for Central Supply. Central received the blanket warmer for the dialysis den. The ETA on the weight scale is the 18th of this month. We are expecting to receive influenza vaccines any time. Training for the new Central Supply assistant started on the 13th.
- 35. IT:** We will start the first phase of replacing our servers. Currently Common Angle has all the pieces and they will prep what they can at their facility. They will then bring the physical components down to install. These install will be done in three phases. The first phase is the physical install. Also Common Angle received an alert showing potential activity related to the Microsoft HAFNIUM vulnerability from 2021. With the potential severity of this vulnerability to both the Exchange email server and the infrastructure as a whole, Common Angle contacted our IT team, reviewed the alert, and recommended isolating the Exchange server (temporarily shutting down email) while the alert was investigated. IT approved this action and the server was isolated. During this time, a full review of the logs and server was reviewed and a scan for compromise of the server was completed. IT and Common Angle communicated during this time with status updates. With the results from this review and input from the VigiLANt services team, the server was approved to be put back online as no indicators of compromise were found. Common Angle contacted IT and reviewed the status and there was an agreement on the release of the server. This action was taken and email flow was then verified; the queued email received during the outage was delivered.
- 36. Next Meeting date:** Next meeting date October 20, 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 11:53 am.

Londa Knapp

