

**Pleasant View Shiawassee County Medical Care Facility
Shiawassee County Health and Human Services Board Meeting Minutes
October 20, 2023**

Call to Order: Mrs. Civile called the meeting to order at 10:02 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-remote), Rachel Baldwin (PR/Marketing-remote), 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 Skuczias (IT).

1. **Employee Spotlight:** Mrs. Woodruff 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 September 15, 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 we have received all final approvals from DOH and BFS. We are still looking at October 25, 2023 to be our first date of service. HR is currently working with staff to get cleared. We are open to expand more, if we need to. Dates of service will be Monday, Wednesday and Friday for now.
5. **Marketing/PR:** Mrs. Baldwin provided an update in Marketing/PR. We have received great feedback from our facility open house. There was an article in the Argus Press and a post from Friends and Community Shiawassee News and View on Facebook. A meeting with Concerto to discuss continued marketing plans. CRT applied for a donation up to \$5,000. We are hoping to hear back within the next week if we will receive it. Outdoor Christmas lights will be installed next week and the Lobby Christmas tree will set up the first week of November.
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. Suggestion was made previously to contact a state representative, who was very responsive. Communications continue with Mrs. Slotkins office. It was recommended to reach out to Ben Frederick as an advocate for P.V. as well. Will update the board with any new updates.

- 8. Recruitment and Retention Grant:** As a reminder, the MCMCFC group was approved for the grant! We can begin submitting monthly invoices as of 10/1/23 to MCMCFC for reimbursement and funding will continue through December of 2024. Our total amount available to use is approximately \$144,000. We are proposing that each month we will present the board with the costs presented to the MCMCFC. Discussions ensued recommendations of: Adding .85 cents to all employees not covered under the state definitions for direct care workers. Continuing and enhancing team building as a retention model through Eden. And lastly Leadership training, primarily focused on our newer leaders in middle management positions. Costs are yet to be determined but will be presented in the monthly summaries and will stay within the total grant funds. Discussion ensued options. The Board does not support the .85 cents and proposed a bonus structure instead. Agreed to bring options back next month.

-Mr. Bontrager made motion to approve the use of the recruitment and retention grant funds specifically for leadership development and team building, not to exceed \$10,000. Mrs. Civile supported motion, which passed by consensus.

- 9. Michigan Class Transfer:** To optimize cash reserves while ensuring adequate operating funds, a transfer of \$1 million to the Michigan CLASS investment account by October's end is planned. This keeps days cash on hand for operating cash above 60 and generates an extra \$400 or more in monthly investment income.
- 10. Medicaid Cost Report:** The Medicaid Cost Report Audit is starting on 11/6/23 for FYE 12/31/21.
- 11. Re-bill of Medicaid:** As previously reported, 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. The rates set for 10/1/21 and 10/1/22 were based on a percentage increase from our 10/1/20 rate and not our actual costs. 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. ECS rebilled everything this week. Hoping to get an update today.
- 12. Financial Report:** Mrs. Knieper presented the unaudited August 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 August 2023 financials. Mrs. Civile supported motion, which passed by consensus.

- 13. Accounts Payable:** Mrs. Lamb presented the check registers for the pay period dated 09/02/2023-09/15/2023 and 09/16/2023 to 09/29/2023.

- Mr. Bontrager made motion to approve payment of check register date of 09/15/2023 in the amount of \$536,197.65. Mrs. Civile supported the motion, which passed by consensus.

-Mr. Bontrager made the motion to approve payment of check register dated 09/29/2023 in the amount of \$339,402.01. Mrs. Civile supported the motion, which passed by consensus.

14. Payroll: Mrs. Lamb presented the payroll summaries for pay periods dated 08/28/2023-09/10/2023 and 09/11/2023 to 09/24/2023.

- Mr. Bontrager made motion to approve payroll summaries for the dates of 08/28/2023 to 09/10/2023 in the amount of \$464,238.91. Mrs. Civile supported the motion, which passed by consensus.

-Mr. Bontrager made motion to approve payroll summaries for the dates 09/11/2023 to 09/24/2023 in the amount of \$418,827.72. Mrs. Civile supported the motion, which passed by consensus.

15. Occupancy data comparison: Mrs. Espinoza presented the graphs from 8/2023 which aligns with the August Financials. Daily census was reported at 132.

16. Write Offs: There were no write-offs this month.

17. Write offs less than \$500: There were no write-offs less than \$500 this month.

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

19. State: Mrs. Espinoza stated as previously discussed, we continue to have the outstanding Life safety waivers through November. We also have 1 outstanding FRI.

20. Physician Services: Mrs. Espinoza explained As requested, we continue to keep a line item on the agenda as it relates to the new Physician Services group, Theoria. Our Medical Director and NP continue to work well with our facility.

21. Updated Policies: Capitalization of Fixed Assets: Discussion ensued recommending changes to the Administrators spending limit. The limit is currently set at \$5,000 and this policy would increase it to \$10,000. This recommendation comes in light of rising costs in purchasing items. It was recommended to review this policy yearly.

- Mr. Bontrager made motion to approve the spending limit of this policy and Administrative job description to increase from \$5,000 to \$10,000. Mrs. Civile supported motion, which passed by consensus.

22. MDS: As approved at the last meeting, we have begun utilizing the MDS team lead position. Since the last meeting we have hired two additional MDS nurses filling all open MDS positions in the department. As these individuals get up and running, we are continuing to utilize Engage Consulting to contract out portions of the MDS submissions. We also have a new opportunity with Engage for intensive trainings for the whole MDS

department and will assist with the workloads to help our MDS team complete these trainings. No concerns from the board.

23. Incident/Accident Report data: Mrs. DeLau presented incident and accident reports from July 2023 through September 2023.

24. Performance and Wage Evaluation: The yearly performance evaluations will begin soon. Staying consistent with our compensation philosophy, HR and the Administrator will begin reviewing all wages. The review is to see if all wages are fair and consistent with the compensation philosophy, the average wage for comparable jobs, and the performance of the individual. Increases above standard increase and the wage scale will be brought to the board at the November/December meeting for board consideration and approval.

25. 80/20 Insurance Option: Public Act 152, commonly known as the Publicly Funded Health Insurance Contribution Act, sets limits on the amounts a public employer in Michigan may pay or contribute towards the cost of a medical benefit plan for its employees and requires each public employer to vote annually to select either the "hard cap" or the "80/20" cost sharing option set forth in the Act. This facility has historically selected the 80/20 option since this requirement was set. We continue to monitor if this needs to change.

-Mr. Bontrager made motion to adopt the 80/20 cost sharing option set forth in PA 152 for plan year 2024. Mrs. Civile supported motion, which passed by consensus.

26. Union Negotiations: Union negotiations have begun. We are utilizing the assistance of attorney Steven Girard. Updates to occur at the November meeting.

27. 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 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.

28. Delta Dental: There was a price increase of 3.3% for year one, and 3.1% for year two. No changes were made to the plan. Please note that two years ago the price increase was approximately 14%.

-Mrs. Knauff made motion to approve the Delta Dental costs as presented. Mr. Bontrager supported motion, which passed by consensus.

29. CMS Proposed Minimum Staffing for LTC: No further updates at this time. HR is still working to see where we stand with the rules as of today. It was recommended to contact Ben Frederick to discuss options.

30. Nurse Bonus: As verbally discussed at the last board meeting, we have been facing some extreme staffing challenges with our nurses and as such designed a bonus structure that began with the dates of 9/29/23 through 10/16/23. After review of the schedule needs, it was determined that on top of the pay and bonus structure already set in place by the

contract, an additional \$500 would be offered to any nurse that picked up an additional 2-12 hour shifts within a two-week period. The total cost for this bonus is \$7,000 to date. We would like the ability to keep this bonus structure in place through November if determined necessary by the HR Director and the Administrator. We would also like to increase to \$300/shift for days that are extremely short on last minute notice, as determined by the Administrator.

-Mr. Bontrager made motion to approve the additional nurse bonus structure as written through November 2023. Mrs. Knauff supported motion, which passed by consensus.

- 31. Plant Operations Concerns list:** Mr. Smithingell presented a list containing maintenance updates.
- 32. Quality Measure report:** Mrs. DeLau presented the CASPER report with an update.
- 33. General Nursing Update:** We are currently working on replacing a nurse supervisor/restorative nurse. Assessment of the department to accommodate the increasing workload with less staff. Infection control assessments and adjustments are ongoing.
- 34. Planned Activities:** Mrs. Conklin presented a list of activities planned for November 2023.
- 35. Dietary:** Mrs. Gokee reported an update from Dietary. Fall/Winter menus began on 10/15/2023. We are starting to assess the cost of Lola's diner to ensure the charges are align with inflation. Meetings are ongoing. We also celebrated National Healthcare Food Service week.
- 36. Central Supply:** Mrs. Woodruff presented a summary for Central Supply. Central celebrated National Central Supply week. We received quotes on equipment that is needed for 2024 as well as researched new products. CS Coordinator and Assistant also attended the GFS Food Show in Grand Rapids.
- 37. IT:** Phase 1 of the server replacement is completet and less than 15 minutes of downtime from the network. Phase 2 of migrating data over is currently taking place. When that is finished we will move to phase 3; decommissioning the old servers. We have identified some potential security risk that will need to be addressed. They are the email system and the door lock system. Our current email system has an end of life in 2024. With the issues in the world of hacking we are researching options and cost to move to industry standard of Microsoft 365. We are looking into a new door lock system to give us the ability to quickly remove users access and lock them out in case of termination or investigation. More to come at future meetings.
- 38. Board Legal Council:** Discussion ensued the board legal counsel with the upcoming retirement of Steve Girard. The board has selected Warner Norcross and Judd, with Steve as their primary contact. When Mr. Girard retires this will continue with Warner Norcross and Judd, with Mr. DeAndre' Harris as the primary contact. It is recommended the board set up a time to meet Mr. Harris at a future meeting. In addition, Mr. Girard has offered to continue, if needed to assist, in an individual capacity with union negotiations in 2024 as well as for County governance needs should they arise. Board

would like to meet with Mr. Girard first is possible, explore all of our options, or any recommendations outside his firm to consider. Recommended to revisit every quarter.

39. Resolution to Modify Roberts Rules of Order for Board Meetings: As previously requested by the board we have looked in to the Roberts Rules of Orders in relation to small members boards. We did so with legal oversight. As required, our board follows Roberts Rules of Orders. However, in light of only having 3 board members, it is recommended to adopt some of the “small board” rules allowed by Roberts Rules of Orders.

-Mrs. Knauff made motion to approve the Roberts Rules of Order as written. Mr. Bontrager supported motion, which passed by consensus.

40. Strategic Planning/Expansion: As requested by the board, we have started a line item on the agenda to discuss strategic initiatives and expansion goals for Pleasant View. Since the last meeting, planning for a strategic session continues to be explored. Meetings have begun with the Memorial team. Review of legal assistance options for land purchase and facility expansion opportunities continue to explored. Board gave approval to sign Engagement letter from Clark Hill. He does come recommended from our legal counsel as he would know best understanding our construct. There is potential opportunity for Pleasant View to obtain additional beds to expand the facility. Up to 20 beds may be applied for if 92% occupancy was maintained within a 12-month period, and 90% in the 12 months prior to that. In addition, there are specialty pool beds available for consideration. These include bariatric, behavioral, hospice, traumatic brain injury/spinal cord injury, and ventilator-dependent patients, and each require their own set of rules and regulations. This information is being worked through with the assistance of Walt Wheeler and Associates, who we have used previously for CON needs. They recommend the occupancy beds as the most likely to secure and point out there is an application period this winter that may be ideal to hit with our recently high census. Information is still being reviewed, as this is just being discovered.

41. Next Meeting date: Next meeting date November 17, 2023 at 10:00am.

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

43. The meeting adjourned at 11:53 am.

Londa Knauff

NOV 17, 2023