

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

Call to Order: Mrs. Civille called the meeting to order at 10:03 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), Rachel Baldwin (PR/Marketing) Amy Conklin (Activities-remote), 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), Phil Alt (Contracted CFO)(remote).

1. **Employee Spotlight:** None to present at this meeting.
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 November 17th, 2023 DHHS Board Meeting. Mrs. Knauff supported the motion, which passed by consensus.
 - Mrs. Knauff made motion to approve the closed session minutes of the November 17th, 2023 meeting. Mr. Bontrager supported motion, which passed by consensus.
3. **Public Participation:** None
4. **Dialysis:** Mrs. Espinoza gave an update that services are going well. We continue to sort a few logistical matters. We currently have 6 residents receiving Dialysis. We are continuing admitting residents who need dialysis services.
5. **Marketing/PR:** Mrs. Baldwin provided an update in Marketing/PR. Also met with Memorial's discharge planners and shared information about the dialysis services we offer. Concerto was also in attendance to help answer any dialysis questions.
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 communications with Mrs. Slotkin's office.
8. **Community Relations Team (CRT) Funds Transfer:** Mrs. Espinoza explained the summary for CRT expenses for July 2023 through September 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.

- Mr. Bontrager made motion to approve payment of check register date of 11/10/2023 in the amount of \$400,063.00. Mrs. Knauff supported the motion, which passed by consensus.

-Mr. Bontrager made the motion to approve payment of check register dated 11/24/2023 in the amount of \$407,705.01. Mrs. Knauff supported the motion, which passed by consensus.

14. Payroll: Mrs. Lamb presented the payroll summaries for pay periods dated 10/23/23 to 11/05/2023 and 11/06/2023 to 11/19/2023.

- Mrs. Knauff made motion to approve payroll summaries for the dates of 10/23/2023 to 11/05/2023 in the amount of \$448,010.75. Mr. Bontrager supported the motion, which passed by consensus.

-Mr. Bontrager made motion to approve payroll summaries for the dates 11/06/2023 to 11/19/2023 in the amount of \$528,018.80. Mrs. Knauff supported the motion, which passed by consensus.

15. Occupancy data comparison: Mrs. Espinoza presented the graphs from 10/2023 which aligns with the October Financials. Daily census was reported at 128. We have 3 out of the facility and admitted 2 residents today, which makes the overall census 133. Available beds is 3 total.

16. Write Offs: There is a total of 4 write-offs this month totaling \$23,237.21. Discussion occurred at meeting.

-Mrs. Knauff made motion to approve write-offs as written totaling \$23,237.21. Mr. Bontrager supported motion, which passed by consensus.

17. Write offs less than \$500: Mrs. Knieper presented the write-offs for this month.

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

19. State: Discussion occurred with the fire safety inspector who originally cited us on the life safety concerns during the annual survey. He stated he would not hold us accountable for the delay from BFS since we completed everything we had. He arrived to complete the field inspect on 12/8/23 and cleared us! The new egress maps printed by Agnew have been received and hung throughout the building. We have currently 2 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. Communication continues to improve.

21. Strategic Planning/Expansion: We continue to review expansion opportunities for Pleasant View. Since the last meeting, the contract with Wheeler and Associates was reviewed by legal and then signed. The CON process for obtaining beds continues to be reviewed. A meeting with the County Coordinator and a County Commissioner occurred

-Mrs. Knauff made motion to approve Wage Comp services with Gallagher for one year in an amount not to exceed \$20,000. Mr. Bontrager supported motion, which passed by consensus.

27. **Nurse Bonus:** As 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 and was approved through November. In recent weeks we have seen improvement in staffing and have slowed on offering bonuses for many of the shifts. Total cost for bonus since last meeting is \$4,600.
28. **Plant Operations Concerns list:** Mr. Smithingell presented a list containing maintenance updates.
29. **General Nursing Update:** Continued assessments of workflow. Nurse manager position has been filled. Developing education to address acute issues. We are also reevaluating the education process for new hires. The social work consultant continues to have higher hours due to the loss of a social worker. We continue to monitor the work flow in this department.
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 January 2024.
32. **Dietary:** Mrs. Gokee reported an update from Dietary.
33. **Central Supply:** Mrs. Woodruff presented a summary for Central Supply.
34. **General IT update:** No updates to present at this time.
35. **Administrator Evaluation:** Mrs. Espinoza recommended for her evaluation to be presented in January or February following the wage survey. No concerns from the board.
36. **MMRMA Renewal:** Michigan Municipal Risk Management Authority (MMRMA) is who we have utilized for our insurance needs (excluding work comp). We have received our renewal rates for 2024. Our renewal is \$133,193. Last year it was \$129,025. As discussed at the last meeting review of additional insurance options have begun. Many of the MCF homes utilize a company called VOSS to secure insurance. They are an insurance company that secures insurances from various sources, instead of working with just one company. If we do not commit to renewing with MMRMA by January 1st there is no option to renew monthly. The board requested that Mr. Manser attend the meeting to discuss denial of coverage concerns at another home. Discussion ensued that all MMRMA policies are the same and he doesn't feel we will find better coverage. We can renew with MMRMA for 2024 now or wait a couple more weeks and see if we can call a special meeting by year end to review options with VOSS. The owner at VOSS is working very quickly to get options together for us, and is willing to connect with the board at a year-end meeting or discussion if desired. There is no guarantee Voss will have options by January 1st.

- Mrs. Knauff made motion to Authorize the Administrator to execute liability Insurance plan for 2024. Mr. Bontrager supported motion, which passed by consensus.

Londa Knauff
2/23/24