

**Pleasant View Shiawassee County Medical Care Facility
Shiawassee County Health and Human Services Board Meeting Minutes
January 19, 2024**

Call to Order: Mrs. Civile called the meeting to order at 10:01 am. The following were in attendance: Cindy Civile (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), 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:** None to present at this meeting.
2. **Approval of the Pleasant View 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 December 15th, 2023 DHHS Board Meeting. Mrs. Civile supported the motion, which passed by consensus.
 - Mr. Bontrager made motion to approve the closed session minutes of the December 15th, 2023 meeting. Mr. Civile supported motion, which passed by consensus.
3. **Public Participation:** None
4. **Conflict of Interest Disclosure statement:** Mrs. Espinoza presented the conflict of interest disclosure statement. This is a updated document signed yearly by each board member. Each Department Head will have to sign this year as well.
5. **Performance and Wage Evaluation:** As approved at the last meeting, we began a wage survey with Gallagher. Gallagher provided a brief summary of their work via zoom. Following that, discussion ensued how best to implement the new scale in to the compensation philosophy. A special meeting may be requested before the February board meeting to review next steps.
6. **Dialysis:** Mrs. Espinoza gave an update that services are going well. We continue to sort a few logistical matters. We currently have 5 residents receiving Dialysis. We continue admitting residents who need dialysis services. Following discussion on growing pressures to admit, it was recommended by the board to have a specific business philosophy.
7. **Marketing/PR:** Mrs. Baldwin provided an update in Marketing/PR.
8. **Star rating with CMS:** Mrs. Espinoza updated everyone that we still continue to be a five-star facility.

-Mr. Bontrager made the motion to approve payment of check register dated 12/22/2023 in the amount of \$647,304.71. Mrs. Civile supported the motion, which passed by consensus.

-Mr. Bontrager made motion to approve payment of check register 01/05/2024 in the amount of 3,386,198.51. Mrs. Civile supported motion, which passed by consensus.

- 16. Payroll:** Mrs. Lamb presented the payroll summaries for pay periods dated 11/20/2023-12/03/2023, 12/04/2023-12/17/2023, and 12/18/2023-12/31/2023.

- Mr. Bontrager made motion to approve payroll summaries for the dates of 11/20/2023-12/03/2023 in the amount of \$491,720.41. Mrs. Civile supported the motion, which passed by consensus.

-Mr. Bontrager made motion to approve payroll summaries for the dates 12/04/2023-12/17/2023 in the amount of \$443,684.74. Mrs. Civile supported the motion, which passed by consensus.

-Mr. Bontrager made motion to approve payroll summaries for the dates 12/18/2023-12/31/2023 in the amount of 493,958.55. Mrs. Civile supported motion, which passed by consensus.

- 17. Occupancy data comparison:** Mrs. Espinoza presented the graphs from 11/2023 which aligns with the November Financials. Daily census was reported at 129. We have 3 out of the facility and plan to admit 3 residents today.
- 18. Write Offs:** There were no write-offs this month.
- 19. Write offs less than \$500:** There were no write-offs this month less than \$500.
- 20. AR Reconciliation:** Mrs. Knieper presented the AR reconciliation form.
- 21. Medicaid Outstation Worker Quarterly Report:** Mrs. Knieper presented the quarterly report regarding the Medicaid outstation worker.
- 22. Reserve Cash Activity:** To support operating cash needs, primarily for the funding of the \$3 million excess contribution to MERS, \$1.5 million was liquidated from the reserve cash account held through the County with Michigan CLASS.
- 23. State:** We currently have 2 outstanding FRI's.
- 24. 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.
- 25. Strategic Planning/Expansion:** Progress continues on the potential Pleasant View expansion. Currently working through the land purchase process. Since the last meeting Clark Hill has had several connections with Memorial. Appraisal options are being researched and should be within the Administrators spending limit. One quote received at \$4,000 from Rexroth Appraisal. We are also working on coordinating a land survey in conjunction with Memorial (costs to be split). Preliminary quote with ROWE for \$9,200

to floor nurses. We have continued this for nurse supervisors for flexing schedules and picking up. Discussion ensued regarding creating a flexible bonus policy.

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. **Planned Activities:** Mrs. Tomac presented a list of activities planned for February 2024.
34. **Dietary:** Mrs. Gokee reported an update from Dietary.
35. **Central Supply:** Mrs. Woodruff presented a summary for Central Supply.
36. **General IT update:** No updates to present at this time.
37. **Union Negotiations:** Union negotiations have been completed for the general unit (AFSCME Council 25-local unit #1059). This was for benefits and wages. The vote was completed and passed on 12/21/23. The agreement was reached with the assistance of Steve Girard, attorney with Warner Norcross and Judd. Wage increase to start as of January 1st, 2024.

-Mr. Bontrager made motion to ratify the January 1st, 2024 reopener agreement as written for AFSCME Council 25, local unit #1059. Mrs. Civile supported motion, which passed by consensus.

38. **Closed Session:** Mr. Bontrager made motion to enter Closed session pursuant to Open Meetings Act Section 8(c) for a strategy session connected with the negotiation of collective bargaining agreements. Legal was present. Mrs. Civile supported motion, which passed by consensus. Motion carried with 2 yeas; Greg Bontrager and Cindy Civile.

- The meeting entered closed session at 11:48 am.
- The meeting exited closed session at 12:27 pm.

39. **Return to open session:** Mr. Bontrager made motion to return to open session, Mrs. Civile supported motion, which passed by an all yeas vote.
40. **Administrator's Evaluation:** Tabled until Board chair is present at a future meeting.
41. **Board Legal Council:** Discussions occurred at the last meeting regarding the board legal counsel with the upcoming retirement of Steve Girard. The suggestion was to meet with attorneys DeAndre Harris and Jeff Segal at the February meeting. Both still plan to attend.
42. **Next Meeting date:** Next meeting date February 23 ,2024 at 10:00am.
43. **Adjourn:** Mr. Bontrager made motion to adjourn the meeting. Mrs. Civile supported the motion, which passed by the consensus.
44. The meeting adjourned at 12:32 pm.

Londa Knuff
2/23/24