

**Pleasant View Shiawassee County Medical Care Facility  
Shiawassee County Health and Human Services Board Meeting Minutes  
February 23, 2024**

**Call to Order:** Mrs. Knauff called the meeting to order at 10:02 am. The following were in attendance: Londa Knauff (Board Chair), 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-), Erika Tomac (Activities), Jeff Smithingell (Plant Operations), Kelly Knieper (Business Office Manager), Cheri Gokee (Dietary), Tabitha Woodruff (Central Supply Manager), David Skuczias (IT), Phil Alt (Contracted CFO-remote). Guests: Ron Colvin and Bill Rogers (remote) from Branro and Jeff Gallant (Clark-Hill-remote).

1. **Absence:** Mr. Bontrager made motion to excuse Londa Knauff's absence from the January 19<sup>th</sup>, 2024 meeting. Mrs. Civile supported motion.
2. **Employee Spotlight:** None to present at this meeting.
3. **Approval of the Pleasant View Shiawassee County Medical Care Facility/Shiawassee County Department of Health and Human Services Board Meeting Minutes:**

- Mrs. Civile made motion to approve the minutes of the January 19<sup>th</sup>, 2023 DHHS Board Meeting. Mr. Bontrager supported the motion, which passed by consensus.
- Mr. Bontrager made motion to approve the closed session minutes of the January 19<sup>th</sup>, 2023 meeting. Mr. Civile supported motion, which passed by consensus.

4. **Public Participation:** None
5. **Strategic Planning/Expansion:** Ron Colvin (in person) and Bill Rogers (virtual) from Branro presented to the board to talk about the opportunity to serve as Owners Representative. It was recommended to have a proposal prior to moving forward. Mr. Colvin will also provide letters of recommendations. Mrs. Espinoza then provided the following update. Progress continues on the potential Pleasant View expansion. Efforts have been spent heavily on working through the land purchase process. The appraisal will be completed by Mark Sheppell Appraisal Co., LLC at a cost of \$4,200. Completion is expected around March 5<sup>th</sup>. We have also committed to ROWE for coordinating a land survey in conjunction with Memorial (costs to be split of \$9,200). The purchase agreement continues to be worked on between the two entities. In regard to obtaining additional beds, we continue to weigh the best CON process. The best would be to obtain census beds and to obtain existing beds within our County (purchase), as these beds are unrestricted in their use. Planning to present to the County at the March meetings

regarding this and the millage renewal. Discussions have begun regarding opportunities to help us develop data points for the expansion rationale (market assessment). Two entities are working on proposals. We have received two proposal back from CLA and Maner Costersian. This has not been reviewed by the Pleasant View team yet. Legal is still working through contract and cost options with Branro.

6. **Dialysis:** Mrs. Espinoza gave an update that services are going well. We continue to sort a few logistical matters. We currently have 7 residents receiving Dialysis. We continue admitting residents who need dialysis services.
7. **Marketing/PR:** Mrs. Baldwin provided an update regrading Marketing/PR.
8. **Star rating with CMS:** Mrs. Espinoza updated everyone that we still continue to be a five-star facility.
9. **Retention Credit:** With the continued effort to communicate with the IRS, notification was received the IRS will perform an examination on the supporting documentation of the claim for the \$4.6 million credit. An initial interview was conducted, which we were questioned if we are a medical entity. Updates will be provided as the examination moves forward.
10. **Community Relations Team Funds Transfer:** Mrs. Espinoza explained the summary of CRT expenses for October 2023 through December 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.
11. **Recruitment and Retention Grant:** We have received a grant totaling approximately \$144,000. Approval has been given by the board to spend the funds on team building, leadership development, and for a retention bonus for staff not included in the Direct Care Worker wage increase from the state. The first round of bonuses just went out. As a reminder, invoices submitted to the MCMCFC will be reviewed by the board monthly as well. No invoices have been submitted to date. The bonus payments will be submitted once completed as well.
12. **Re-bill of Medicaid:** As previously reported, the Medicaid reimbursement from 10/1/21 through 9/30/23 was being paid on an interim rate and now that Medicaid was able to establish the cost-based reimbursement rate, an opportunity was provided to re-bill Medicaid claims to ensure PV receives the full balance of reimbursement. The re-billed claims are still being processed, but the most important period through the end of 2022 was completed and Medicaid is starting to issue settlements to PV for the full amount of reimbursement earned. We are down to two outstanding claims.
13. **Financial Report:** Mr. Alt presented the unaudited December 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 December 2023 financials. Mrs. Civile supported motion, which passed by consensus.

14. **Accounts Payable:** Mrs. Espinoza presented the check registers for the pay period dated 1/06/2024-1/19/2024 and 1/20/2024-02/02/2024.



- Mr. Civile made motion to approve payment of check register date of 01/19/2024 in the amount of \$1,140,251.30. Mrs. Bontrager supported the motion, which passed by consensus.

-Mr. Civile made the motion to approve payment of check register dated 02/02/2024 in the amount of \$442,024.47. Mrs. Civile supported the motion, which passed by consensus.

**15. Payroll:** Mrs. Lamb presented the payroll summaries for pay periods dated 01/01/2024-01/14/2024 and 01/15/2024-01/28/2024.

- Mr. Bontrager made motion to approve payroll summaries for the dates of 01/01/2024-01/14/2024 in the amount of \$517,165.09. Mrs. Civile supported the motion, which passed by consensus.

-Mrs. Civile made motion to approve payroll summaries for the dates 01/15/2024-01/28/2024 in the amount of \$461,501.17. Mr. Bontrager supported the motion, which passed by consensus.

**16. Occupancy data comparison:** Mrs. Espinoza presented the graphs from 12/2023 which aligns with the December Financials. Daily census was reported at 123. We have 2 out of the facility and plan to admit 3 residents today.

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

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

**19. AR Reconciliation:** Mrs. Knieper presented the AR reconciliation form.

**20. Financial Audit:** The Financial Audit started on 2/12/24. Audit will be presented at the April Board meeting.

**21. State:** We currently have 1 outstanding FRI.

**22. Updated Policies:** Mrs. Espinoza explained the updated policy for our Bed hold. The biggest change, due to our full census, is that we will now start enforcing payment for bed holds on day 11.

**23. MDS:** As discussed at the last meeting, we continue to work with Engage consulting. They are submitting MDS assessments and working on training our MDS staff. This was due to the recent turnover and the need to change the positions to focus on care coordination. We are continuing to utilize Engage Consulting to contract out portions of the MDS submissions, but this will transition back to our team as a part of the training. Services with Engage can be stopped or reduced at any time with a 30-day notice.

**24. MMRMA Renewal:** As discussed at our last meeting, we were looking at a renewal for MMRMA versus a switch to a new company (VOSS). Michigan Municipal Risk Management Authority (MMRMA) is who we have utilized for our insurance needs (excluding work comp). As a reminder, we did renew with MMRMA for 2024 but are continuing to explore opportunities with VOSS. MMRMA stated that there was no option to cancel the insurance part way through the year. This is being reviewed with

legal. We will proceed with getting quotes from VOSS, and then we will re-approach the topic with MMRMA should the board desire.

**25. Dialysis Business Plan:** As discussed at the last meeting, a review/creation of a dialysis business plan has begun. Discussion has occurred with legal. Recommended to involve Rybar to do a cost analysis. This could lead to assessments of bringing the revenue from the service line in-house in the future. We will start with a review of the data. Costs for the project are being obtained.

**26. Incident/Accident Report data:** Mrs. Delau presented incident and accident reports from November 2023 through January 2024.

**27. Nurse Management Support- Temporary Position:** This was created due to recent turnover in the nurse management department. The goal is to have previous nurse managers (who left in good standing) work per diem, and sometimes remotely. The position was created for a maximum of 60 hours in a week, with not to exceed 30 hours for one individual. The position was created as temporary for an assessment by the Administrator every 3 months. Pay rate to align with pay rate for nurse supervisors.

-Mrs. Civile made motion to approve Nurse Management Support Position as written. Mr. Bontrager supported motion, which passed by consensus.

**28. Clinical Nurse Coordinator-Nurse Manager:** This was created due to recent turnover in the nurse management department. The goal is to have a current nurse supervisor, promoted with additional responsibilities. This will be helpful as we transition a new team. The pay is worked in to the current pay scale, including the data from Gallagher.

-Mrs. Civile made motion to approve the Clinical Nurse Coordinator -Nurse Manager Job Description as written. Mr. Bontrager supported motion, which passed by consensus.

**29. 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. This carried into the new year. As requested by the board, we are working on developing a policy to encompass with flexibility. Work is ongoing.

**30. Union Negotiations:** Union negotiations have been completed for the nurse unit (AFSCME Council 25-local unit #3645). This was for benefits and wages. The second vote was completed and passed on 1/23/24. The agreement was reached with the assistance of Steve Girard, attorney with Warner Norcross and Judd. Wage increase to start as of March 8<sup>th</sup>, 2024.

-Mr. Bontrager made motion to ratify the reopener agreement as written for AFSCME Council 25, local unit #3645. Mrs. Civile supported motion with 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. Discussion occurred regarding the impact of changes in the quality measures.
- 33. Planned Activities:** Mrs. Conklin presented a list of activities planned for March 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. Board Legal Council:** Discussions have occurred regarding the board legal counsel with the retirement of Steve Girard. The suggestion was to meet with attorneys DeAndre Harris and Jeff Segal at a future meeting. Due to numerous items, Administrator requested we postpone this meeting. We will try to schedule for April.
- 38. County Millage Ballot Language Approval:** Discussed the proposed language for the ballot. Legal is to do one final review.

-Mrs. Civile made motion to approve the county millage ballot language as written, pending legal review, and request the millage renewal be included on the August 6<sup>th</sup>, 2024 ballot. Mr. Bontrager supported motion, which passed by consensus.

- 39. Closed Session:** Mr. Bontrager made motion to enter Closed session Closed session under Michigan OMA Section 8(a) for the purpose of conducting a periodic personnel evaluation of Shana Espinoza, at her request. Mrs. Civile supported motion, which passed by consensus. Motion carried with 3 yeas; Londa Knauff, Greg Bontrager and Cindy Civile.

- The meeting entered closed session at 11:52 am.
- The meeting exited closed session at 12:03 pm.

- 40. Return to open session:** Mr. Bontrager made motion to return to open session, Mrs. Civile supported motion, which passed by an all yeas vote.
- 41. Performance and Wage Evaluation:** As previously approved, we began a wage survey with Gallagher. Administrator and HR Director reviewed the information in detail that Gallagher presented. Recommendations for wage scale/wage as well as a compensation philosophy were discussed.

-Mr. Bontrager made motion to approve the wage scales as written and supported by the external compensation partner, including a comprehensive compensation plan completed by Gallagher with a cap of 10% raise for any one individual in the same position; retroactive to January 1<sup>st</sup>, 2024.

- 42. Next Meeting date:** Next meeting date March 15 ,2024 at 10:00am.
- 43. Adjourn:** Mrs. Civile made motion to adjourn the meeting. Mr. Bontrager supported the motion, which passed by the consensus.
- 44.** The meeting adjourned at 12:19 pm.

*Londa Knauff*  
*4/11/24*

