

Pleasant View Shiawassee County Medical Care Facility
Shiawassee County Health and Human Services Board Meeting Minutes
March 15, 2024

Call to Order: Mrs. Civile called the meeting to order at 10:02 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-), Erika Tomac (Activities), Jeff Smithingell (Plant Operations), Kelly Knieper (Business Office Manager), Cheri Gokee (Dietary), Tabitha Woodruff (Central Supply Manager), Michael Miller (IT).

- 1. Employee Appreciation:** Mrs. Espinoza in addition to Mrs. Knieper presented our employee appreciation for this month. We wanted to take a minute to recognize our Medicaid outstation worker for her outstanding achievements in helping the residents and families of our community!
- 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 February 23, 2024 DHHS Board Meeting. Mrs. Civile supported the motion.
- Mr. Bontrager made motion to approve the closed session minutes of the February 23rd, 2024 meeting. Mr. Civile supported motion.

- 3. Public Participation:** None
- 4. Absence:** Mr. Bontrager made motion to excuse the absence of Londa Knauff. Mrs. Civile supported motion.
- 5. Strategic Planning/Expansion:** Mrs. Espinoza stated that efforts have been spent heavily on working through the land purchase process. The appraisal was be completed by Mark Shepell Appraisal Co., LLC at a cost of \$4,200 which was received this morning, which came back at \$925,000. After reviewing, next will be finalizing the purchase agreement then to communicating with the County. We have contracted with a professional surveyor, Rowe Engineering, to prepare the legal description for the proposed area, which has been completed. Memorial and PV are sharing the cost of this service. The legal description will be used in the purchase agreement with Memorial to identify the exact area to be purchased and to be contained in the deed transferring the property (cost to be split is \$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. Discussions also continue with legal to continue to better understand the process from beginning to end (with land

purchase and building expansion). Branro continues as a potential owner's rep. Reference material's were sent to the board, contract and service terms still are being worked on. Previously discussed to complete a market assessment have been explored. We received proposals from two entities. We are recommending we proceed with CLA as they were flexible in the costs and have more experience in this area. They have agreed to a cap amount of \$10,000 that includes the technology fee under that cap.

-Mr. Bontrager made motion to proceed with CLA for market assessment at a cost not to exceed \$10,000. Mrs. Civile supported motion.

6. **Marketing/PR:** Mrs. Baldwin provided an update regrading Marketing/PR.
7. **Star rating with CMS:** Mrs. Espinoza updated everyone that we still continue to be a five-star facility.
8. **Retention Credit:** IRS examination continues. Interviews and requests for documentation are ongoing. Information is being gathered and discussions ongoing. The claim is for the \$4.6 million credit. Updates will be provided as the examination moves forward. It was recommended to reach out our State representative or Ben Frederick for further guidance.
9. **Recruitment and Retention Grant:** As a reminder, 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. As a reminder, invoices submitted to the MCMCFC will be reviewed by the board monthly as well. No invoices have been submitted to date. We have begun purchasing leadership books and tests, in addition to personal insight tests for growth and development. This is being piloted with a few staff members to start. The bonus payments was just submitted and invoices will be presented at April board meeting.
10. **Financial Report:** Mrs. Knieper presented the unaudited January 2024 financial statements, including a balance sheet, income statement and month end recap. Discussion occurred at meeting.

- Mr. Bontrager made motion to approve the unaudited January 2024 financials. Mrs. Civile supported motion.

11. **Accounts Payable:** Mrs. Espinoza presented the check registers for the pay period dated 02/03/2024-02/16/2024 and 02/17/2024-03/01/2024.

- Mr. Bontrager made motion to approve payment of check register date of 02/16/2024 in the amount of \$930,660.95. Mrs. Civile supported the motion.

-Mr. Bontrager made the motion to approve payment of check register dated 03/01/2024 in the amount of \$445,018.30. Mrs. Civile supported the motion.

12. Payroll: Mrs. Lamb presented the payroll summaries for pay periods dated 01/29/2024-02/11/2024 and 02/12/2024-02/25/2024.

- Mr. Bontrager made motion to approve payroll summaries for the dates of 01/29/2024-02/11/2024 in the amount of \$502,350.50. Mrs. Civile supported the motion.

-Mr. Bontrager made motion to approve payroll summaries for the dates 02/12/2024-02/25/2024 in the amount of \$503,088.26. Mrs. Civile supported the motion.

13. Occupancy data comparison: Mrs. Espinoza presented the graphs from 1/2024 which aligns with the January Financials. Daily census was reported at 124. We had 2 out at the hospital.

14. Write Offs: There is a total of 2 write-offs this month totaling \$56,330.01. Discussion occurred at meeting.

-Mr. Bontrager made motion to approve the write offs totaling \$56,330.01. Mrs. Civile supported motion.

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

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

16. Financial Audit: The Financial Audit is on-going. Audit will be presented at the April Board meeting.

17. State: We currently have 1 outstanding FRI that the state investigated, plan of correction is ongoing and we are waiting for state to return any day.

18. Updated Policies: None to present at this time.

19. MDS: We continue to work with Engage consulting. They have completed most training and primarily shifted to consulting. Services with Engage can be stopped or reduced at any time with a 30-day notice.

20. 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.

21. Dialysis: Services are continuing well! We are continuing to work on admitting residents who need dialysis services. Our current census for residents receiving dialysis is four and we are working on increasing that number. We are working with Concerto on how to get the word out to more individuals, as they would like to get this number closer to 10. Also, as discussed at previous meetings, a review/creation of a dialysis business plan has begun. Discussion has occurred with legal. Recommendation to involve Rybar to do a

cost analysis. We have no commitments at this time but will set up a meeting and see what they have to offer.

- 22. Conflict of Interest Disclosure:** Mrs. Espinoza stated that it was determined the Conflict of Interest policy and form needed to be reviewed with assistance from Legal. It was recommended these two documents be adopted for board use and management use. Recommend resigning of new forms for the 2024 year following adoption.

-Mr. Bontrager made motion to approve the conflict of interest policy and conflict of interest disclosure form as written based on the recommendations from legal council. Mrs. Civile supported motion.

- 23. Incident/Accident Report data:** Mrs. Delau presented incident and accident reports from December 2023 through February 2024.

- 24. 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 has continued on. As requested by the board, we are working on developing a policy to encompass with flexibility. Work is ongoing.

- 25. Compensation Philosophy:** At the last board meeting, the board reviewed and approved the compensation philosophy. However, the formal vote was missed.

-Mr. Bontrager made motion to approve the Compensation Philosophy as written, with amendment of outliners being brought to the board. Mrs. Civile supported motion.

- 26. Independent Contractors Final Rule:** A new rule when in to place this month under the Fair Labor Standards Act (FLSA). It specifically rescinds the Independent Contractor Status from 2021. This new rule will make it more difficult for LTC providers to properly classify a worker as an independent contractor and could be costlier. We have identified one position at Pleasant View that will need to be reclassified (the Chaplain) as a result of this rule. HR is working to identify any further needed changes.

- 27. Plant Operations Concerns list:** Mr. Smithingell presented a list containing maintenance updates.

- 28. Quality Measure report:** Mrs. Delau presented the CASPER report with an update. Discussion occurred regarding the impact of changes in the quality measures.

- 29. Planned Activities:** Mrs. Conklin presented a list of activities planned for March 2024.

- 30. Dietary:** Mrs. Gokee reported an update from Dietary.

- 31. Central Supply:** Mrs. Woodruff presented a summary for Central Supply.

- 32. Thumb Door Project:** As approved at a prior board meeting, a project was approved to update our door security system. We have identified that it may be ideal to update the business office doors to the electronic door lock system as well. The additional cost to the project would be \$13,743.18. We have also identified that the bathroom doors throughout the building will need to have different cores in order to work with the system and maintain privacy. During this process we have discovered two doors in

Activities as well that need to be switched to the electronic door system. It was recommended to approve the cost of new door locks but not to exceed \$20,000 for other doors that may need to be replaced that was not identified at the start of this project.

-Mr. Bontrager made motion to approve the Business office door conversion to electronic and other doors identified up to \$20,000. Mrs. Civile supported motion.

-Mr. Bontrager made motion to approve the bathroom door locks at a cost of \$8,450. Mrs. Civile supported motion.

33. General IT update: No updates to present at this time.

34. 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, we request to postpone until the May meeting.

35. Next Meeting date: Next meeting date April 19, 2024 at 10:00am.

36. Adjourn: Mr. Bontrager made motion to adjourn the meeting. Mrs. Civile supported the motion.

37. The meeting adjourned at 11:21 am.

Londa Knapp
4/19/24

