

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

Call to Order: Mrs. Knauff called the meeting to order at 10:08 am. The following were in attendance: Londa Knauff (Board Chair), Cindy Cville (co-chair), Greg Bontrager (Board Member), Shana Espinoza (Administrator), Marque Wenzlick (Administrative Assistant to the Administrator), Theresa Delau (Director of Nursing), Hollie Downen (Infection Preventionist/ADON), Sandy Lamb (Human Resources), Rachel Baldwin (PR/Marketing), 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 (CFO). Guests: Alan Panter-virtual (Yeo and Yeo), Jeff Gallant (Clark Hill).

1. **Employee Appreciation:** Mrs. Baldwin presented our employee appreciation for this month. Becca Geer, CNA for 16 years. During a recent emergency drill, she not only functioned correctly in the tornado and fire drills but she also was able to explain what to do to a trainee. She jumped in to action staying focused on the necessary tasks while keeping the trainee on task as well. She showed no confusion, and was a good asset during the emergency event.
2. **Approval of the Pleasant View Shiawassee County Medical Care Facility/Shiawassee County Department of Health and Human Services Board Meeting Minutes:**
 - Mrs. Cville made motion to approve the minutes of the March 15, 2024 DHHS Board Meeting. Mr. Bontrager supported the motion.
3. **Public Participation:** None
4. **Marketing/PR:** Mrs. Baldwin provided an update regrading Marketing/PR.
5. **Star rating with CMS:** Mrs. Espinoza updated everyone that we continue as a five-star facility.
6. **Retention Credit:** IRS examination continues. The claim for the \$4.6 million credit was denied. Updates will be provided as the appeal process begins. It was recommended to reach out our State representative or Ben Frederick for further guidance.
7. **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. Invoice was submitted to the MCMCFC. The amount totals \$44,512.77. We received our reimbursement yesterday. Remaining funds are \$99,647.83.
8. **Cash Reserve:** Mr. Alt explained annually, we review the cash reserves on hand to identify designations for the future use of those funds. It allows for an identification of

these funds as "Assets Limited as to Use" and supports the segregation of the funds from general operating cash in financial statements.

-Mr. Bontrager made motion to approve the designation of cash and reserve funds available at 1/31/2024 as presented in attached memo. Mrs. Civile supported motion, which passed by consensus.

- 9. Financial Report:** Mr. Alt presented the unaudited February 2024 financial statements, including a balance sheet, income statement and month end recap. Discussion occurred at meeting.

- Mrs. Civile made motion to approve the unaudited February 2024 financials. Mr. Bontrager supported motion, which passed by consensus.

- 10. Accounts Payable:** Mrs. Espinoza presented the check registers for the pay period dated 03/02/2024 to 03/15/2024 and 03/16/2024 to 03/29/2024.

- Mr. Bontrager made motion to approve payment of check register date of 03/15/2024 in the amount of \$807,104.46. Mrs. Civile supported the motion, which passed by consensus.

-Mrs. Civile made the motion to approve payment of check register dated 03/29/2024 in the amount of \$410,072.16. Mr. Bontrager supported the motion, which passed by consensus.

- 11. Payroll:** Mrs. Lamb presented the payroll summaries for pay periods dated 02/26/2024-03/10/2024 and 03/11/2024-03/24/2024.

- Mrs. Civile made motion to approve payroll summaries for the dates of 02/26/2024 to 03/10/2024 in the amount of \$487,024.47. Mr. Bontrager supported the motion, which passed by consensus.

-Mr. Bontrager made motion to approve payroll summaries for the dates 03/11/2024 to 03/24/2024 in the amount of \$480,989.05. Mrs. Civile supported the motion, which passed by consensus.

- 12. Occupancy data comparison:** Mrs. Espinoza presented the graphs from 2/2024 which aligns with the February Financials. Daily census was reported at 128. We had 3 out at the hospital.

- 13. Write Offs:** There is a total of 1 write-offs this month totaling \$509.00. Discussion occurred at meeting.

-Mr. Bontrager made motion to approve the write offs totaling \$509.00. Mrs. Civile supported motion, which passed by consensus.

14. **Write Offs:** There are no write-offs less than \$500 this month.
15. **AR Reconciliation:** Mrs. Knieper presented the AR reconciliation form.
16. **Medicaid Outstation Worker Quarterly Report:** Mrs. Knieper presented the quarterly report regarding the Medicaid outstation worker.
17. **State:** We have two outstanding FRI's. The state arrived to the facility on 03/20/24. The arrived to clear us for our previous plan of correction (POC) as well as to investigate new complaints. The did clear us for the POC back to the date of compliance. We did receive a new citation from this visit related to care plans. New POC is underway.
18. **Updated Policies: Payment Collection Policy:** Mrs. Espinoza stated that this policy was updated to clarify the private pay and patient pay amount collection dates for admissions and current residents that change pay sources.
19. **MDS:** We continue to work with Engage consulting. They are submitting MDS assessments and working on training our MDS staff. We have increased hours for Engage as MDS was pulled for the POC. 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). As a reminder, we did renew with MMRMA for 2024 but are continuing to explore opportunities with VOSS. The recommendation is to proceed with getting quotes from VOSS, and then we will re-approach the topic with MMRMA should the board desire. Cincinnati Insurance came to our facility on April 18th to inspect mainly our Environmental area and other areas of the facility as part of this process.
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 six 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. 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.
22. **Incident/Accident Report data:** Mrs. Delau presented incident and accident reports from January 2024 through March 2024.
23. **Nurse Bonus:** As discussed, a policy/procedure is being explored to better formalize the nurse bonus process. Research has begun, but nothing finalized to discuss today. The total cost for the bonus since the last meeting is \$7450. Last time was \$2800. We continue to see fluctuation in staffing. Work is ongoing.
24. **Plant Operations Concerns list:** Mr. Smithingell presented a list containing maintenance updates.
25. **Quality Measure report:** Mrs. Delau presented the CASPER report with an update. Discussion occurred regarding the impact of changes in the quality measures.
26. **Planned Activities:** Mrs. Tomac presented a list of activities planned for May 2024.
27. **Dietary:** Mrs. Gokee reported an update from Dietary.
28. **Central Supply:** Mrs. Woodruff presented a summary for Central Supply.

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

30. Board Legal Council: DeAndre Harris and Jeff Segal will be present at the May meeting as planned.

31. Strategic Planning/Expansion: The appraisal was completed and came in at the same cost as the purchase price (\$925,000). The legal description (land survey) has also been completed. There is a draft of the purchase agreement that was reviewed. 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. Will set up meeting with Wheeler and Associates to get started on this process. Discussions have continued with Memorial regarding our interest. Will continue to communicate with the County with updates. Discussions also continue with legal to continue to better understand the process from beginning to end (with land purchase and building expansion). We have begun the market assessment discussions with CLA. Branro continues to be vetted as a potential owner's rep. Legal is overseeing the process and discussions are ongoing.

32. Closed session: Mrs. Civile made motion to enter closed session, Mr. Bontrager supported the motion, motion carried with 3 yeas: Londa Knauff and Cindy Civile, Greg Bontrager.

- The meeting entered closed session at 11:01 am.
- The meeting exited closed session at 11:33 am.

33. Return to open session: Mr. Bontrager made motion to return to open session, Mrs. Civile supported motion, which passed by consensus. Discussion ensued if Mr. Bontrager had a conflict of interest on this topic. No gain was determined, proceeded with vote.

-Mr. Bontrager made motion to proceed with land purchase agreement, at a cost of \$925,000, following final legal review and approval. Mrs. Civile supported motion, which passed by consensus.

34. Financial Audit Presentation: The financial statement audit is now complete. The audited engagement was presented virtually by Alan Panter, the partner on the engagement from Yeo & Yeo. Along with the financial statements, graphs of historical information was presented that included ratios and information for revenues, expenses, net position, accounts receivable, bad debts, cash balances, and occupancy. The DHS Board asked if there were any concerns to be aware of from this audit and Mr. Panter stated there was not. Clean audit reported.

35. Next Meeting date: Next meeting date May 17th ,2024 at 10:00am.

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

37. The meeting adjourned at 12:08 pm.

Londa Knauff
5/17/24