

Pleasant View Shiawassee County Medical Care Facility
Shiawassee County Health and Human Services Board Meeting Minutes
June 21, 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), Theresa Delau (Director of Nursing), Talenna Ackels (Infection Preventionist), 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 Skuczcas (IT), Guests: Jeff Gallant (remote).

1. **Employee Appreciation:** Today we want to recognize all of the managers and administrative assistants that support our Director positions! They all took the lead on a mock survey, and did a wonderful job representing our facility while navigating the process flawlessly! Great work to everyone! FYI.
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 May 17th, 2024 DHHS Board Meeting. Mrs. Knauff supported the motion. Passed with consensus.
3. **Public Participation:** None
4. **Strategic Planning/Expansion:** Land purchase agreement has been signed by all parties! Formal processes outlined in the agreement are underway! The process has begun to start application for 20 high census occupancy beds. Letter of intent will be filed, followed by an official application. Letter of intent needs information we don't have yet, but can be modified as it comes in. Discussion will also continue with Memorial regarding our interest. Updates will continue with the County. Discussions also continue with legal to continue to understand the process from beginning to end. Market assessment is near completion, with expected discussion at the July meeting.
5. **Marketing/PR:** Mrs. Baldwin provided an update regrading Marketing/PR.
6. **Star rating with CMS:** Mrs. Espinoza updated everyone that we continue as a five-star facility.
7. **DHHS LTC Newsletter:** Mrs. Espinoza gave a general update on LTC Reimbursement & Audit May 2024 Newsletter -The staffing update is helpful to know for PV because we have seen some of those audit staff review our Medicaid cost report in the past. Currently we are waiting for the 2022 Medicaid cost report to be audited, which could happen at any time but no concerns exist on significant adjustments to come from that audit.
8. **Retention Credit:** IRS examination was denied as discussed at the last meeting. Discussion occurred with the IRS agent supervisor on 5/3/24 and was unproductive.

Appeal process is continuing formally. Administrator has begun meetings with state reps, former reps, etc. The claim is for the \$4.6 million credit. Mrs. Espinoza currently working on with other county homes as president of the MCMCFC.

- 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. No additional invoices presented month. Remaining funds total \$99,647.83.
- 10. Financial Report:** Mrs. Knieper presented the unaudited April 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 April 2024 financials. Mr. Bontrager supported motion, which passed by consensus.

- 11. Accounts Payable:** Mrs. Espinoza presented the check registers for the pay period dated 04/27/24-05/10/2024, 05/11/24-05/24/24, and 05/25/24-06/07/24.

- Mrs. Civile made motion to approve payment of check register date of 05/10/2024 in the amount of \$463,010.77. Mr. Bontrager supported the motion. Passed by consensus.

-Mr. Bontrager made the motion to approve payment of check register dated 05/24/2024 in the amount of \$634,749.36. Mrs. Civile supported the motion. Passed by consensus.

-Mr. Bontrager made motion to approve payment of check register dated 06/07/2024 in the amount of \$755,156.50. Mrs. Civile supported motion. Passed by consensus.

- 12. Payroll:** Mrs. Lamb presented the payroll summaries for pay periods dated 04/22/2024-05/05/2024, 05/06/2024-05/19/2024 and 05/20/2024-06/02/2024.

- Mrs. Civile made motion to approve payroll summaries for the dates of 04/22/2024 to 05/05/2024 in the amount of \$483,112.80. Mr. Bontrager supported the motion. Passed by consensus.

-Mr. Bontrager made motion to approve payroll summaries for the dates 05/06/2024 to 05/19/2024 in the amount of \$473,718.58. Mrs. Civile supported the motion. Passed by consensus.

-Mr. Bontrager made motion to approve payroll summaries for the dates 05/20/2024 to 06/02/2024 in the amount of \$526,806.09. Mrs. Civile supported motion. Passed by consensus.

- 13. Occupancy data comparison:** Mrs. Espinoza presented the graphs from 4/2024 which aligns with the April Financials. Daily census was reported at 131. Admitting 3 more today and 1 at hospital.
- 14. Write Offs:** None
- 15. Write Offs:** There are no write-offs less than \$500 this month.
- 15. AR Reconciliation:** Mrs. Knieper presented the AR reconciliation form.
- 16. Collections:** We are recommending trialing support with Rolf Law for collection support services. This is not a replacement of any current firm, rather an additional option. With the increase in legal needs, we are finding that more support is needed for a faster turnaround. We can stop using the services at any time.

-Mrs. Civile made motion to approve trailing services with Rolf Law for collections needs. Any contractual documents will have legal review before signing. Mr. Bontrager supported motion. Passed by consensus.

- 17. State:** We have two outstanding FRI's. The state arrived and cleared us for our POC compliance date of 4/25/24. We are awaiting our annual survey any day! Mock survey training was conducted with the state at our facility during the week of May 20th. It was a great opportunity for our middle management team to train. On May 28th we also hosted Ms. Belden, the Director of LTC, that will likely lead to collaborative opportunities in the future.
- 18. Updated Policies:** Discussion occurred surrounding the electronic portal access per the CURES act. The process is being rolled out. We go live on Monday, June 24, 2024. Approved by legal. Letter and policy was also mailed out to family members.
- 19. MDS:** As discussed at the previous meeting, we continue to work with Engage consulting. They are submitting MDS assessments and working on training our MDS staff. We are continuing to utilize Engage Consulting to contract out portions of the MDS submissions, but at a much lesser rate. They are shifting to more of a consultant support role. Services with Engage can be stopped or reduced at any time with a 30-day notice.
- 20. MMRMA Renewal:** There are no options for full coverage in 2024. We will continue to review if there are good options for 2025. There is also the potential for additional cyber security coverage as mentioned in the attached; however, I believe there are concerns with conflicts in coverage that need to be explored. Will review with the board at a future date if that is an option.
- 21. Dialysis:** Census of dialysis has risen again and is currently at four. Admitting one and census should be at five by June 24, 2024. Strategic plans for increasing census continue. Primarily centered around awareness education.
- 22. Incident/Accident Report data:** Mrs. Delau presented incident and accident reports from March 2024 through May 2024.
- 23. Nurse Bonus:** As discussed, a policy/procedure is being explored to better formalize the nurse bonus process. Research continues, but nothing finalized to discuss today. The total cost for the nurse bonus since the last payroll presented at the May meeting, is

\$11,175. Last time was \$3900. We continue to see changes in staffing. Work is ongoing. FYI.

- 24. Work Comp Audit:** We received notice of an increase from our work comp carrier (Argent West Bend). This increase comes after our payroll audit was submitted. The amount due is \$10,192. We are expecting a credit in the future after submitting certificates from the nine subcontractors listed in the invoice.
- 25. Plant Operations Concerns list:** Mr. Smithingell presented a list containing maintenance updates.
- 26. Quality Measure report:** Mrs. Delau presented the CASPER report with an update. Discussion occurred regarding the impact of changes in the quality measures.
- 27. Planned Activities:** Mrs. Tomac presented a list of activities planned for July 2024.
- 28. Dietary:** Mrs. Gokee reported an update from Dietary.
- 29. Central Supply:** Mrs. Woodruff presented a summary for Central Supply.
- 30. Sling purchase:** Mrs. Woodruff explained we need to purchase new slings that work with our lift machine (hoyer). They are required to be replaced every two years, and this was planned for in the budget.
- 31. General IT update:** No updates to present at this time.
- 32. Closed session:** Mr. Bontrager made motion to enter Closed session Closed session under Michigan OMA Section 8(a) for the purpose to discuss a confidential communication from legal counsel. 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 11:38am

-The meeting exited closed session at 12:24pm

33. Next Meeting date: Next meeting date July 19th ,2024 at 10:00am.

34. Adjourn: Mrs. Civile made motion to adjourn the meeting. Mr. Bontrager supported the motion. The meeting adjourned at 12:25 pm.