

**Pleasant View Shiawassee County Medical Care Facility
Shiawassee County Health and Human Services Board Meeting Minutes
August 16, 2024**

Call to Order: Mrs. Knauff called the meeting to order at 10:03 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), Hollie Downen (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), Michael Miller (IT), Guests: Jeff Gallant and Joe Colaianne. (Clark Hill)

- 1. Employee Appreciation:** Recognized our conveyance aides and everyone that assists with the conveyance process! Getting 136 residents to and from appointments is no easy task. They are here consistently, without call-ins, coordinating a mass amount of transport, all while handling each of our residents with extreme care! Great work to all!
- 2. 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 July 19th, 2024 DHHS Board Meeting. Mr. Bontrager supported the motion, which passed by consensus.

- 3. Public Participation:** None

- 4. Strategic Planning/Expansion:** Had two members from legal present. One to discuss the RFP related to selecting an Architect. One related to the land purchase process. Following selection of the Architect, application for the 20 high census occupancy beds will continue again. Discussion have occurred with Memorial to keep them informed. Discussions will occur with the County. For the record, please note Mr. Bontrager identified his role at Memorial. Discussion ensued.

-Mrs. Civile made motion to approve the First Amendment to the Real Estate Purchase agreement as written. Mr. Bontrager supported motion, which passed by consensus.

-Mr. Bontrager made motion to approve ELA with Final negotiations for Architect firm. Mrs. Civile supported motion, which passed by consensus.

- 5. Retention Credit:** IRS examination was denied as discussed at previous meetings, appeal has been filed. Mrs. Espinoza reminded board members that our case has been forwarded to the IRS Independent Office of Appeals. There has been no further direct communication to us. However, some other MCF homes have received notice that they

can take 15% of what they are owed, or take this matter to the courts (and they were told it would be a lengthy/costly process). They were given 2 weeks to decide. Pleasant View has not received this communication directly, but it is anticipated we will. Administrator has continued coordinating efforts with state reps, former reps, etc. Formalizing information from other County homes to combine efforts has occurred. The current plan is to finalize the coordinated letter between the representatives, identify lawyers that can assist, continue to try to weigh settlement vs pursuing the courts. Updates will be provided.

6. **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 this month. Remaining funds total \$53,216.80. Following the 2nd wave of retention bonus, leaving \$45,881.03 left. Two proposals were discussed and it was decided that we would pay for \$45,881.03 from the grant as pre-purchased materials for flexibility in use and to reimburse the facility \$20,000 for the Gallagher wage assessment as part of the retention efforts and pre-buy \$25,881.03 of leadership/engagement materials.

-Mrs. Civile made motion made a motion to approve the use of the recruitment and retention grant funds to reimburse the facility \$20,000 toward the cost of the Gallagher expense, and to prepay for leadership/engagement materials in the amount of \$25,881.03. Mr. Bontrager supported motion, which passed by consensus.

7. **Financial Report:** Mrs. Knieper presented the unaudited June 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 June 2024 financials. Mrs. Civile supported motion, which passed by consensus.

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8. **Accounts Payable:** Mrs. Espinoza presented the check registers for the pay period dated 07/06/2024-07/19/2024 and 07/20/2024-08/02/2024.

- Mrs. Civile made motion to approve payment of check register date of 07/19/2024 in the amount of \$858,635.99. Mr. Bontrager supported the motion which passed by consensus.

-Mr. Bontrager made the motion to approve payment of check register dated 08/02/2024 in the amount of \$539,244.29. Mrs. Civile supported the motion, which passed by consensus.

9. **Payroll:** Mrs. Lamb presented the payroll summaries for pay periods dated 07/01/2024-07/14/2024 and 07/15/2024-07/28/2024.

- Mrs. Civile made motion to approve payroll summaries for the dates of 07/01/2024 to 07/14/2024 in the amount of \$560,402.50. Mr. Bontrager supported the motion, which passed by consensus.

-Mr. Bontrager made motion to approve payroll summaries for the dates 07/15/2024 to 07/28/2024 in the amount of \$490,746.12. Mrs. Civile supported the motion, which passed by consensus.

10. **Community Relations Team (CRT) Funds Transfer:** Transfers of funds related to CRT expenses were reviewed for expenses for April 2024 through June 2024. 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. **Occupancy data comparison:** Mrs. Espinoza presented the graphs from 06/2024 which aligns with the June Financials. Daily census was reported at 135. One at hospital.
12. **Write Offs:** None
13. **Write Offs:** There were no write-offs less than \$500 this month.
14. **Divestment Resident:** Mrs. Knieper reported that the attorney we retained to assist a resident with a 2.5-year divestment, won the appeal. We saved what would have likely been over a half million-dollar write-off. Recommended to adopt a policy and for these situations it will be based on a case by case basis.
15. **AR Reconciliation:** Mrs. Knieper presented the AR reconciliation form.
16. **Millage:** The Millage renewal following the vote that occurred on 8/6/24 passed. We will break down the data and present an after-action report at a future meeting.
17. **Star rating with CMS:** We remain at a 5-star! We continue to follow the star system rating, and any changes that are made.
18. **State:** It was reported that we have one outstanding FRI's. We received our annual survey 7/30 through 8/1. We received a citation free health survey! For life safety (plant operations) we received four minor concerns.
19. **Updated Policies:** As discussed at the last meeting, we revised our policy to include a six-month probationary period. As discussed, we had legal review the policy. Recall that this is for newly hired management and mid-level management/supervisory positions. No changes to the benefits or accumulation of benefits structures. It will allow further time to assess for the appropriate fit of higher-level positions.
20. **MDS:** As discussed at previous meetings, 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. Briefly discussed about looking at a new structure.

21. **Dialysis:** Census of dialysis is currently at three with the fourth set to return on Friday. Strategic plans for increasing census continue. Primarily centered around awareness education. Briefly discussed about looking at a new structure.
22. **Incident/Accident Report data:** Mrs. Delau presented incident and accident reports from May 2024 through July 2024.
23. **Hired Attorney for Employee:** There was a recent situation in which the Workforce Investigation Section through the Department of Licensing and Regulatory Affairs targeted two of our Certified Nurse Assistants (“CNA”). These employees are certified by the state, but they are not licensed health professionals. This was after we cleared the employees of any wrong-doings, as did the state investigators. Upon investigation, it was determined that there are new authorities given to this department to do investigations. CNAs may be flagged on the “abuse registry” established under federal and state law, if they are found to have committed abuse, neglect, or misappropriation with respect to a resident. Recently, the Michigan legislature amended the Public Health Code to authorize LARA to promulgate rules concerning CNAs. To our knowledge, LARA has not promulgated any rules concerning sanctions against CNAs for matters not involving abuse, neglect, or misappropriation. We made the decision to hire our legal counsel to represent the two employees. The situation is ongoing. Board suggested a formal letter from attorney with updates. Estimated fees to date are approximately \$2,500.
24. **Benefits Representative:** In effort to ramp up preparations for year end benefits review, vetted options for new benefits representatives. Please note that historically we have used Mark Corbett with CorBenefits. His services require a 90-day termination notice, to which we are reviewing options to cancel services sooner. Reviewed different partnership opportunities. Recommended a partnership with 44 North. There is no direct cost to the facility, and the fee structures are the same as the current company (CorBenefits). There is no contract needed to work with 44 North, and as such we can stop utilizing their services with no notice. Legal will review for any further concerns before we proceed.

-Mrs. Civile made motion to approve contract for benefit services with 44 North following legal review. Mr. Bontrager supported motion, which passed by consensus.

25. **Nurse Bonus:** The total cost for the nurse bonus since the last payroll presented at the previous meeting, is \$19,400. Last time was \$17,000. Continuing to see changes in staffing. Work is ongoing. Over the last three weekends we have not offered any bonus.
26. **Plant Operations Concerns list:** Mr. Smithingell presented a list containing maintenance updates.
27. **Quality Measure report:** Mrs. Delau presented the CASPER report with an update. Discussion occurred regarding the impact of changes in the quality measures.
28. **Marketing/PR:** Mrs. Baldwin provided an update regarding Marketing/PR.

- 29. Director Position:** Erika Tomac is our new full-time Activities Director! She has led us well as the interim Director during a challenging time, and we look forward to seeing the activities department take its next steps under her leadership.
- 30. Planned Activities:** Mrs. Tomac presented a list of activities planned for August 2024.
- 31. Dietary:** Mrs. Gokee reported an update from Dietary.
- 32. Central Supply:** Mrs. Woodruff presented a summary for Central Supply, including the purchase of the Prevnar vaccine.

-Mr. Bontrager made motion to purchase the Prevnar vaccine in the amount of \$10,357.76. Mrs. Civile supported motion. Which passed by consensus.

- 33. General IT update:** No updates to present at this time.
- 34. 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 11:48am
-The meeting exited closed session at 12:31pm

- 33. Next Meeting date:** Next meeting date September 20th, 2024 at 10:00am.
- 34. Adjourn:** Mrs. Civile made motion to adjourn the meeting. Mr. Bontrager supported the motion. The meeting adjourned at 12:32 pm.

Londa Knauff
9/20/24

