

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

Call to Order: Mrs. Knauff called the meeting to order at 10:05 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), Janelle Fuja (Central Supply), Phil Alt (Contracted CFO), Michael Miller (IT), Guests: Dana Anders CLA (remote).

1. **Employee Appreciation:** Today we want to recognize the passing of our beloved friend and coworker, Amy Conklin. She led our Activities Department, and she was not only brilliant at her job but was also an exceptional friend to all. She will be greatly missed by all of us, including our residents.
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 June 21st, 2024 DHHS Board Meeting. Mrs. Civile supported the motion, which passed by consensus.
 - Mrs. Civile made motion to approve the minutes of the June 21st, 2024 DHHS Board Meeting. Mr. Bontrager supported the motion, which passed by consensus.
3. **Public Participation:** None
4. **Strategic Planning/Expansion:** Formal processes continue to finalize the land purchase. Application for the 20 high census occupancy beds continues to be assessed. Securing the architect seems to be a critical element of this application. RFP process for the architect is underway. 3 companies were present for our walk through of the facility. Q and A were due on July 15, 24 and Proposals are due July 24, 24. CON is currently on hold until Architect is chosen to assist with the application. Discussions are scheduled with Memorial to provide them an update. Updates will occur with the County as the process continues. CLA also presented briefly on a market research study they conducted.
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. **Private Pay Rate Discussion:** In accordance with the policy adopted in 2023 to evaluate the private pay rate annually, costs of providing high quality nursing home care continue to increase and PV is committed to maintaining high quality at the

appropriate price for residents. The historical trend of the private pay rate and a comparison to the cost of providing care, allows for the private pay rate to cover the majority of cost, adjusted for support from the millage funding received and exceeds the Medicaid reimbursement rate to ensure Medicaid reimbursement is not impacted. As a reminder a 60-day notice is required to change the private pay rate.

-Mr. Bontrager made motion to set the private pay rate to \$475 effective 10/1/2024. Mrs. Civile supported motion, which passed by consensus.

8. **Retention Credit:** IRS examination was denied as discussed at the last meeting, appeal has been filed. Our case has been forwarded to the IRS Independent Office of Appeals. Administrator has continued meetings with state reps, former reps, etc. Formalizing information from other County homes to combine efforts has occurred. The claim is for a \$4.6 million credit. Updates will be provided as the appeal moves forward.
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 this month. Remaining funds total \$99,647.83.
10. **Financial Report:** Mr. Alt presented the unaudited May 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 May 2024 financials. Mrs. Civile supported motion, which passed by consensus.

11. **Accounts Payable:** Mrs. Espinoza presented the check registers for the pay period dated 06/08/2024-06/21/2024 and 06/22/2024-07/05/2024.

- Mrs. Civile made motion to approve payment of check register date of 06/21/2024 in the amount of \$705,730.14. Mr. Bontrager supported the motion which passed by consensus.

-Mr. Bontrager made the motion to approve payment of check register dated 07/05/2024 in the amount of \$436,658.55. Mrs. Civile supported the motion, which passed by consensus.

12. **Payroll:** Mrs. Lamb presented the payroll summaries for pay periods dated 06/03/2024 to 06/16/2024 and 06/17/2024 to 06/30/2024.

- Mrs. Civile made motion to approve payroll summaries for the dates of 06/03/2024 to 06/16/2024 in the amount of \$493,846.30. Mr. Bontrager supported the motion, which passed by consensus.

-Mr. Bontrager made motion to approve payroll summaries for the dates 06/17/2024 to 06/30/2024 in the amount of \$545,011.29. Mrs. Civile supported the motion, which passed by consensus.

- 13. Occupancy data comparison:** Mrs. Espinoza presented the graphs from 5/2024 which aligns with the May Financials. Daily census was reported at 134. Two 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. Medicaid Outstation Worker Quarterly Report:** Mrs. Knieper presented the quarterly report regarding the Medicaid outstation worker.
- 17. Facility Assessment:** Facility assessment was reviewed. This is for compliance with the CMS mandate. Lengthy detailed discussion ensued review was completed.
- 18. State:** We have no outstanding FRIs and we are awaiting our annual survey any day!
- 19. Updated Policies:** Discussion occurred regarding the renewal contract for pharmacy services. Outside of some reductions in some prices, no significant changes. Legal reviewed and renewal was signed. Also updates were made to extend the probationary period for newly hired management and mid-level management/supervisory positions. No changes to the benefits or accumulation of benefits structures. This is to allow further time to assess for the appropriate fit of higher-level positions. Request was made to have legal review the policy.
- 20. MDS:** We continue to work with Engage consulting. They are submitting MDS assessments and working on training our MDS staff. They have shifted to more of a consultant support role. Services with Engage can be stopped or reduced at any time with a 30-day notice.
- 21. Dialysis:** Census of dialysis has risen again and is currently at four. Strategic plans for increasing census continue. Primarily centered around awareness education.
- 22. Incident/Accident Report data:** Mrs. Delau presented incident and accident reports from April 2024 through June 2024.
- 23. Direct Care Worker Wage:** Effective October 1st, 2024, the Direct Care Worker wage from the state, has been increased by .20 cents, to a total of \$3.40/hour. The Non-Clinical Staff wage has been extended another year at the current .85 cents. Both are now set to expire September 30th, 2025. This continues to be funded by the state. There are no changes to the positions that receive the wage increase, therefore there are a number of positions with no wage from the state.
- 24. Administrative Assistant Positions:** At the June 2022 meeting, the board approved part-time administrative staff to be cross trained in to a variety of roles. Recently, it was identified that a current staff member needed to change from their current position and that it would be ideal to move them in to this approved position. However, they are a full-time person. It has been recommended this position be moved to full-time in place of the part time Administrative Assistants. These positions are not currently filled.

-Mrs. Civile made motion to approve the addition of the full time Administrative Assistant in place of the part time positions. Mr. Bontrager supported motion, which passed by consensus.

25. **Nurse Bonus:** As discussed, a policy/procedure has begun. first draft was given to the board for review. The total cost for the nurse bonus since the last payroll presented at the May meeting, is \$17,000. Last time was \$11,175. We continue to see changes in staffing.
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. **Planned Activities:** Mrs. Tomac presented a list of activities planned for August 2024.
29. **Dietary:** Mrs. Gokee reported an update from Dietary.
30. **Dishwashing Machine Hood:** Reviewed need for a replacement of the unit inside the kitchen and on the roof. Explained the unit is undersized and is not exhausting as needed. Attempts were made to extend out the sides to open up more volume of space to capture the steam, but with extending the volume the vent on the roof would be too small to move the extra volume effectively. Discussed it will cause higher humidity levels and heat in the kitchen along with items rusting in the dish room area. The total cost is \$11,487.00. Consumers Energy may have rebates to help with this project.

-Mr. Bontrager made motion to approve the replacement of the dishwashing machine hood at a cost of \$11,487. Mrs. Civile supported motion, which passed by consensus.

31. **Central Supply:** Mrs. Fuja presented a summary for Central Supply.
32. **General IT update:** No updates to present at this time.
33. **Next Meeting date:** Next meeting date August 16th, 2024 at 10:00am.
34. **Adjourn:** Mrs. Civile made motion to adjourn the meeting. Mr. Bontrager supported the motion. The meeting adjourned at 11:50 am.

Londa Knauff