

**Pleasant View Shiawassee County Medical Care Facility
Shiawassee County Health and Human Services Board Meeting Minutes
October 18, 2024**

Call to Order: Mrs. Knauff called the meeting to order at 10:00 am. The following were in attendance: Londa Knauff (Board Chair), Greg Bontrager (Board Member), Cindy Civile (co-chair), Shana Espinoza (Administrator), Marque Wenzlick (Administrative Assistant to the Administrator-remote), Theresa Delau (Director of Nursing-remote), Hollie Downen (ADON), Chasity Nelson (Human Resources), Rachel Baldwin (PR/Marketing), Jeff Smithingell (Plant Operations), Kelly Knieper (Business Office Manager), Jackie Grams (Dietary), Tabitha Woodruff (Central Supply), Phil Alt (Contracted CFO-remote), David Skucz as (IT).

1. **Employee Appreciation:** HR Department! This office is constantly busy with facility needs and being wonderful advocates for employees here at PV. All the hiring, and interviews and facility tours/orientation they do weekly. There is never any down time in that department.
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 September 20th, 2024 DHHS Board Meeting. Mrs. Civile supported the motion, which passed by consensus.
3. **Public Participation:** None
4. **Closed Session:** Mrs. Civile made motion to enter Closed session pursuant to Open Meetings Act Section 8(c) for a strategy session to discuss a vendor (Theoria) relationship related to a confidential communication from legal counsel. Legal was virtually present. Mr. Bontrager supported motion, which passed by consensus. Motion carried with 3 yeas; Londa Knauff, Greg Bontrager and Cindy Civile.
 - The meeting entered the 1st closed session at 10:02am
 - The meeting exited the 1st closed session at 10:18am
5. **Return to open session:** Mrs. Civile made motion to return to open session, Mr. Bontrager supported motion, which passed by an all yeas vote.
6. **Retention Credit:** IRS examination was denied as discussed at previous meetings, appeal has been filed. Our case was 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. Pleasant View still has not received this, or any, communication. There were formal announcements that the IRS was relooking at settlements. A combined letter has been sent to the IRS through Ms. Slotkin's office. The claim at Pleasant View is for a \$4.6 million credit. Updates will be provided.

7. **Strategic Planning/Expansion:** Kick off meeting occurred with the Architects and ELA. Preliminary designs have been started to get enough detail to submit the letter of intent (LOI) by November 1st. Following that work on the certification of need application has begun. There is a broad outline to submit the LOI and CON Application, currently waiting on cost from ELA. Discussion ensued regarding payment options between cash payment, financing or partial payments using both. Board was in agreeance to finance/bonding at this time and was not interested in exhausting cash. It was recommended to set aside a special board meeting to discuss and finalize numbers.
8. **Check Fraud:** No further update at this time. We continue to review with the bank. Administrator and Business office manager have a call scheduled with Chase bank to continue resolution.
9. **Recruitment and Retention Grant:** As a reminder, we have received a grant totaling approximately \$144,000. All funds have now been spent. Final reimbursement has been received.
10. **Financial Report:** Mr. Alt presented the August 2024 unaudited financial statements, including the summarized balance sheet, income statement, and month-end recap. Further commentary provided during the meeting.

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

11. **Accounts Payable:** Mrs. Espinoza presented the check registers for the pay period dated 08/31/2024-09/13/2024 and 09/14/2024-09/27/2024.

- Mrs. Civile made motion to approve payment of check register date of 09/13/2024 in the amount of \$1,549,480.52. Mr. Bontrager supported the motion, which passed by consensus.

-Mr. Bontrager made the motion to approve payment of check register dated 09/27/2024 in the amount of \$581,295.07. Mrs. Civile supported the motion, which passed by consensus.

12. **Payroll:** Mrs. Nelson presented the payroll summaries for pay periods dated 08/26/2024-09/08/2024 and 09/09/2024-09/22/2024.

- Mrs. Civile made motion to approve payroll summaries for the dates of 08/26/2024-09/08/2024 in the amount of \$466,431.73. Mr. Bontrager supported the motion, which passed by consensus.

-Mrs. Civile made motion to approve payroll summaries for the dates 09/09/2024-09/22/2024 in the amount of \$509,572.49. Mr. Bontrager supported the motion, which passed by consensus.

13. **Occupancy data comparison:** Mrs. Espinoza presented the graphs from 08/2024 which align with the August Financials. Daily census was reported at 133.
14. **Write Offs:** None to present at this meeting.
15. **Write Offs Less than \$1000:** None to present at this meeting.
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. Report is attached.
17. **OPEB Actuarial Valuation:** Discussed that for the OPEB, GASB accounting standards require an actuarial valuation report to be performed every 2 years (with an update to the valuation on the year in between). For 2024 actuary services on the retiree healthcare program (OPEB) are needed. They remain in the same risk pool as existing employees, there is inherent liability/cost associated with this plan, generating the OPEB liability. Watkins and Ross was used historically and was recommended we continue to do so. Watkins Ross proposal is \$6,200 for 2024 and \$2,000 for 2025. Previous years were \$5,900 and \$1,900.

-Mr. Bontrager made motion to approve the OPEB Actuarial Valuation for 2024 through Watkins Ross in the amount of \$6200. Mrs. Civile supported motion, which passed by consensus.

-Mrs. Civile made motion to approve the 2025 GASB report through Watkins Ross in the amount of \$2000. Mr. Bontrager supported motion, which passed by consensus.

18. **Star rating with CMS:** Discussed remaining at a 5-star!
19. **State:** It was reported there are two outstanding FRI's. As a reminder for life safety (plant operations) we received four minor concerns. We have received communication back with no concerns regarding the report we submitted and the citations have all now been cleared.
20. **Updated Policies:** None to present at this meeting.
21. **MDS:** Continue to work with Engage Consulting. We are continuing to utilize Engage Consulting to contract out portions of the MDS submissions, but at a much lesser rate. We are currently assessing the best use of Engage resources.
22. **Dialysis:** Census of dialysis is currently at six. Strategic plans for increasing census continue.
23. **Incident/Accident Report data:** Mrs. Downen presented incident and accident reports from July 2024 through September 2024.
24. **Nurse Bonus:** The total cost for the nurse bonus since the last payroll presented at the previous meeting, is \$600. Last time was \$0. There has been an increase with agency nursing as well. We continue to see changes in staffing. Work is ongoing.
25. **Wage Review Strategy (non-union):** Wage analysis options for this upcoming year are underway. HR has reached out to Gallagher for a wage refresher. Recommend to review the industry and data from last year for a better understanding.
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.
- 28. Point Click Care Proposal:** It was proposed to sign up for two new features within PCC for Performance insights and Eligibility Verification. The cost for both is a monthly fee of \$1,130,79.

-Mr. Bontrager made motion to approve the addition of the PCC modules as written, Mrs. Civile supported motion, which passed by consensus.

- 29. Marketing/PR:** Mrs. Baldwin provided an update regrading Marketing/PR.
- 30. Millage Report:** Mrs. Baldwin presented a breakdown of the millage report for 2024. Discussion occurred at meeting.
- 31. Planned Activities:** Mrs. Espinoza presented a list of activities planned for October 2024.
- 32. Dietary:** Mrs. Grams reported an update from Dietary.
- 33. Central Supply:** Mrs. Woodruff presented a summary for Central Supply.
- 34. General IT update:** Mr. Skuczias provided an update from IT.
- 35. Closed Session:** Mrs. Civile made motion to enter Closed session pursuant to Open Meetings Act Section 8(c) for a strategy session to a strategy session connected with the negotiation of collective bargaining agreements. Mr. Bontrager supported motion, which passed by consensus. Motion carried with 3 yeas; Londa Knauff, Greg Bontrager and Cindy Civile.

-The meeting entered the 2nd closed session at 11:31am.

-The meeting exited the 2nd closed session at 12:14pm.

- 36. Next Meeting date:** Next meeting date November 15th, 2024 at 10:00am.
- 37. Adjourn:** Mrs. Civile made motion to adjourn the meeting. Mr. Bontrager supported the motion. The meeting adjourned at 12:15 pm.

Londa Knauff

DHHS Outstation Worker
Quarterly Report

2021

	3/23/21-6/3/21	6/4/21-9/30/21	10/1/21-12/31/21	Grand Total
Approximate Number of Family/Residents	37	44	35	116
Approximate Total Amount of Approved Applications	\$84,000.00	\$155,400.00	\$118,030.00	\$357,430.00

2022

	1/1/22-3/31/22	4/1/22-6/30/22	7/1/22-9/30/22	10/1/22-12/31/22	Grand Total
Approximate Number of Family/Residents	52	41	44	19*	137
Approximate Total Amount of Approved Applications	\$172,000.00	\$91,760.00	\$77,700.00	\$57,350*	\$341,460.00

*Activity log was not completed as normal. New tracking spreadsheet started in December 2022.

2023

	1/1/23-3/31/23	4/1/23-6/30/23	7/1/23-9/30/23	10/1/23-12/31/23	Grand Total
Approximate Number of Family/Residents	53	52	66	58	229
Approximate Total Amount of Approved Applications	\$139,550.00	\$74,400.00	\$82,400.00	\$105,300.00	\$401,650.00

2024

	1/1/24-3/31/24	4/1/24-6/30/24	7/1/24-9/30/24	10/1/24-12/31/24	Grand Total
Approximate Number of Family/Residents	63	52	44		159
Approximate Total Amount of Approved Applications	\$179,400.00	\$57,500.00	\$258,060.00		\$494,960.00

