

**Pleasant View Shiawassee County Medical Care Facility**  
**Shiawassee County Health and Human Services Board Meeting Minutes**  
**September 20, 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), Shana Espinoza (Administrator), Marque Wenzlick (Administrative Assistant to the Administrator-remote), 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: Jason Byrne and Jeff Segal (Warner, Norcross and Judd)

1. **Absence:** Mrs. Civile made motion to excuse the absence of Mr. Greg Bontrager. Mrs. Knauff supported motion.
2. **Employee Appreciation:** Recognized our CRT group for all that they did to coordinate an awesome survey celebration week (spirit week)! They coordinated every detail with the team (giveaways, special meals, fun attire days, etc.).
3. **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 August 16th, 2024 DHHS Board Meeting. Mrs. Knauff supported the motion, which passed by consensus.
  - Mrs. Civile made motion to approve the closed session minutes from August 16<sup>th</sup>, 2024 DHHS Board Meeting. Mrs. Knauff supported motion.
4. **Public Participation:** None
5. **Retention Credit:** IRS examination was denied as discussed at previous meetings, and appeal has been filed. Our case was forwarded to the IRS Independent Office of Appeals. There has been no further direct communication to us. 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 has not received this communication directly, but it is anticipated we will. Discussed announcements that the IRS was relooking at settlements. Administrator has continued coordinating efforts with state reps, former reps, etc. A combined letter has been sent to the IRS through Ms. Slotkin's office. Jason Bryne in addition to Jeff Segal from Warner Norcross and Judd discussed via zoom on what the options are and what it would look like to take the settlement vs take to the courts (if offered the 15% settlement).

6. **Strategic Planning/Expansion:** It was reported that the land purchase is complete! As you recall, Mrs. Espinoza reminded the board that we selected ELA for our Architect at the last meeting. Kick off meeting occurred and transfer of information has begun to get designs started. Part of this transfer of materials is in regard to the application for the 20 high census occupancy beds. Noted the timeline for the LOI and application is unlikely to occur by October 1st (likely delayed one month). Updates have occurred to the County and Memorial.
7. **Check Fraud:** Discussion occurred regarding a check fraud incident. Funds will be returned due to check fraud protection we have with our bank. Expect return of funds within 60-90 days. Investigation was started and monthly fees may increase for additional fraud protection. It was recommended to switch to electronic payments.
8. **Recruitment and Retention Grant:** We have received a grant totaling approximately \$144,000. All funds have now been spent. Final reimbursement has not been received yet. Will update the board when received.
9. **Financial Report:** Mr. Alt presented the July 2024 unaudited financial statements, including the summarized balance sheet, income statement, and month-end recap. Further commentary provided during the meeting. Discussion also ensued regarding updates pertaining to the Medicaid rate (increased from \$417.23 to \$449.94 as of 10/1/24) and the MOE (maintenance of effort).

- Mrs. Civile made motion to approve the unaudited July 2024 financials. Mrs. Knauff supported motion.

10. **Accounts Payable:** Mrs. Espinoza presented the check registers for the pay period dated 08/03/2024-08/16/2024 and 08/17/2024-08/30/2024.

- Mrs. Civile made motion to approve payment of check register date of 08/16/2024 in the amount of \$578,280.36. Mrs. Knauff supported the motion.

-Mrs. Civile made the motion to approve payment of check register dated 08/30/2024 in the amount of \$553,554.57. Mrs. Knauff supported the motion.

11. **Payroll:** Mrs. Lamb presented the payroll summaries for pay periods dated 07/29/2024-08/11/2024 and 08/12/2024-08/25/2024.

- Mrs. Civile made motion to approve payroll summaries for the dates of 07/29/2024-08/11/2024 in the amount of \$505,951.62. Mrs. Knauff supported the motion.

-Mrs. Civile made motion to approve payroll summaries for the dates 08/12/2024-08/25/2024 in the amount of \$480,188.80. Mrs. Knauff supported the motion.



**12. Occupancy data comparison:** Mrs. Espinoza presented the graphs from 07/2024 which align with the July Financials. Daily census was reported at 133. One at the hospital.

**13. Write Offs:** There were 3 write-offs this month totaling \$3,113.00. Discussion occurred at meeting.

-Mrs. Civile made motion to approve the write-offs totaling \$3,113.00. Mrs. Knauff supported motion.

**14. Write Offs:** There was 10 write offs totaling \$246.66. Discussion occurred at meeting regarding proposal to increase threshold to \$1000 for the administrators ability to approve write-offs.

-Mrs. Civile made motion to approve the write off policy as written, inclusive of the new \$1000 threshold.

**15. AR Reconciliation:** Mrs. Knieper presented the AR reconciliation form. Discussion ensued regarding changing the threshold to \$30,000 from \$20,000 due to an increase in rates. The adjustment will more accurately capture cases needing board review.

-Mrs. Civile made motion to change the AR reconciliation reports to a \$30,000 threshold. Mrs. Knauff supported motion.

**16. Star rating with CMS:** Discussed reminding at a 5-star! Discussed that we continue to follow the star system rating, and any changes that are made.

**17. State:** It was reported there are no outstanding FRI's. As a reminder for life safety (plant operations) we received four minor concerns. The fire marshal returned on 9/3/24 and cleared our plan of correction. There is still an outstanding waiver good through October 21<sup>st</sup>. This is in regard to the fuel testing requirement. Testing has been complete and sent out.

**18. Updated Policies:** Discussed the Capitalization of Fixed assets policy which we review each year for any changes that need to be made suggested changes. Date updated to reflect the completed review process. Also policies related to workers compensation; inclusive of return to work and job modification policies were reviewed, with legal oversight.

**19. 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.

**20. Dialysis:** Census of dialysis is currently at five. Administrator had a meeting with Concerto and strategic plans for increasing census continue. Primarily centered around awareness education. Concerns were discussed related to maintaining the service line with low census.

**21. Incident/Accident Report data:** Mrs. Delau presented incident and accident reports from June 2024 through August 2024.

22. **Hired Attorney for Employee:** As discussed at the last meeting, 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. As such, legal counsel was hired. As requested, the attorney provided a document for the board to review.
23. **Nurse Bonus:** The total cost for the nurse bonus since the last payroll presented at the previous meeting, is \$0. Last time was \$19,400. Continue to see changes in staffing.
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. **Marketing/PR:** Mrs. Baldwin provided an update regrading Marketing/PR.
27. **Planned Activities:** Mrs. Tomac presented a list of activities planned for October 2024.
28. **Dietary:** Mrs. Gokee reported an update from Dietary.
29. **Central Supply:** Mrs. Woodruff presented a summary for Central Supply.
30. **General IT update:** No updates presented.
31. **Vendor Partnership-Theoria:** Continuing to review the operations with vendor group Theoria. No further updates reported. No compliance violations identified to date. Legal will be present to discuss at the next meeting.
33. **Next Meeting date:** Next meeting date October 18, 2024 at 10:00am.
34. **Adjourn:** Mrs. Civile made motion to adjourn the meeting. Mrs. Knauff supported the motion. The meeting adjourned at 11:37 pm.

*Londa Knauff*

10/18/24