

**Pleasant View Shiawassee County Medical Care Facility  
Shiawassee County Health and Human Services Board Meeting Minutes  
December 20, 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 and Eric Ross (Administrative Assistant to the Administrator), Theresa Delau (Director of Nursing), Sandy Lamb (Human Resources), Rachel Baldwin (PR/Marketing), Jeff Smithingell (Plant Operations), Kelly Knieper (Business Office Manager), Cheri Gokee (Dietary), Tabitha Woodruff (Central Supply), Phil Alt (Contracted CFO), David Skucuz (IT), Jeff Gallant (Clarkhill-Remote).

- 1. Employee Appreciation:** Marque Wenzlick was recognized, who has worked with us for 3 years! She has been invaluable to keeping our mission on track in supporting high quality of life for our residents. She will be leaving Pleasant View to support her family. While we are thrilled for her, she leaves a large void in the operations of our facility.
- 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 November 15th, 2024 DHHS Board Meeting. Mr. Bontrager supported the motion, which passed by consensus.
  - Mr. Bontrager made motion to approve the closed session minutes of the November 15th, 2024 board meeting. Mrs. Civile supported motion which passed by consensus.
- 3. Public Participation:** None
- 4. Expansion Update:** Discussed the Certificate of Need (CON), as the application is progressing. Jeff Gallant, from legal, provided an update via Zoom. He is assisting with the RFP and the draft construction management agreement. The construction management agreement will be similar to the contract for the original building. The timeline is expected to be January. The next phase of plan design was recently reviewed with the department heads. Significant time has been spent on the process to review the bonding options of the project. Meetings have occurred with County Coordinator. Discussion ensued and agreeance by all to not attempt to bond greater than 75% of the project cost.
- 5. Retention Credit:** The Administrator reported that there has been no further direct communication to us. Administrator has continued coordinating efforts with state reps, former reps, etc. Formalizing information from other County homes to combine efforts has also continued. The claim at Pleasant View is for a \$4.6 million credit.

6. **Michigan Class Transfer:** The administrator explained to optimize cash reserves while ensuring adequate operating funds, a transfer of \$1 million to the Michigan CLASS investment account occurred on 12/12/2024. This keeps days cash on hand for operating cash around 60 days (estimated to be 57 days).
7. **Check Fraud –** A 60 day timeline was given from the facility bank to return funds stolen from Pleasant View (via check fraud). Administrator updated the Board to the status of the funds. We have discussed the check fraud in previous Board minutes and are currently waiting for the bank to return funds.
8. **Financial Report:** Mr. Alt presented the October 2024 unaudited financial statements, including the summarized balance sheet, income statement, and month-end recap. Further commentary provided during the meeting.

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

9. **Accounts Payable:** Mrs. Espinoza presented the check registers for the pay period dated 10/26/24-11/08/24, 11/09/24-11/22/24 and 11/23/24-12/06/24.

- Mrs. Civille made motion to approve payment of check register date of 11/08/2024 in the amount of \$414,176.80. Mr. Bontrager supported the motion, which passed by consensus.

-Mr. Bontrager made the motion to approve payment of check register dated 11/22/2024 in the amount of \$687,945.80. Mrs. Civille supported the motion, which passed by consensus.

-Mrs. Civille made the motion to approve payment of check register dated 12/06/2024 in the amount of \$652,165.20. Mr. Bontrager supported the motion, which passed by consensus.

10. **Payroll:** Mrs. Lamb presented the payroll summaries for pay periods dated 10/21/24-11/03/24 and 11/04/24-11/17/24.

- Mr. Bontrager made motion to approve payroll summaries for the dates of 10/21/24-11/03/24 in the amount of \$472,545.92. Mrs. Civille supported the motion, which passed by consensus.

- Mrs. Civille made motion to approve payroll summaries for the dates of 11/04/24-11/17/24 in the amount of \$490,283.79. Mr. Bontrager supported the motion, which passed by consensus.

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**11. Occupancy data comparison:** Mrs. Espinoza presented the graphs from 10/2024 which align with the October Financials. Daily census was reported at 134. Two are at the hospital.

**12. Write Offs:** Mrs. Knieper presented two write-offs for the total amount of \$66,885.20-

-Mrs. Civile made motion to approve two write-offs for the amount of \$66,885.20. Mr. Bontrager supported the motion, which passed by consensus.

**13. Write Offs Less than \$1000:** None to present at this meeting.

**14. AR Reconciliation:** Mrs. Knieper presented the AR reconciliation form. Discussion occurred at the meeting.

**15. Additional Funding of Pension Liability:** At the end-of-year, consideration of an excess contribution to the pension was made. Excess funding of the MERS pension plan totals \$8,000,000 to the Pleasant View divisions from 2019 through 2023. The recent actuary (12/31/2023) listed this funded status at 94%, which is the highest rate in the past 7 years. It was recommended that no excess funding amount be committed for 2024 and the Board agreed.

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

**17. State:** We had one outstanding FRI that was investigated onsite by the state, along with three complaints. The state arrived to the facility on 12/4/24 and exited on 12/5/24. The state left without any citations.

**18. Updated Policies:** None to present at this meeting.

**19. Axis:** We have utilized a company (Axis) as a third-party auditor to our therapy services (which are provided by Concept Rehab). They have completed monthly audits (chart reviews and follow up discussions) since 2021. The audits have revealed that Concept Rehab has been an enormously successful partner to our facility. Axis has closed their business as of the end of November. Options to replace this partnership were explored. It was recommended to use Care Navigation Consulting. It was proposed to change the format to twice a year chart review, and a pricing structure for additional services as needed (including assistance with the PEPPER report). Each of the chart reviews will cost approximately \$3,400 (for a total of \$6,800, not inclusive of the PEPPER review and support). Simultaneously, the Administrator is going to utilize the audits performed by Concepts compliance department. The contract with Care Navigation Consulting can be cancelled at any time with a 30-day notice.

- Mr. Bontrager made the motion to approve the contract with Care Navigation Consulting. Mrs. Civile supported motion, which passed by consensus.

**20. MDS:** In previous meetings, as part of union negotiations, we did successfully negotiate the restructure of the MDS department. We will begin the shift to utilizing Engage for full MDS assessment support starting January 13<sup>th</sup>. The MDS positions will be changed to Unit Case Coordinators. This was negotiated with the union and the union contract passed. The Engage contract has been reviewed and approved by legal.

- Mr. Bontrager made the motion to approve the services with Engage Consulting as written. Mrs. Civile supported motion, which passed by consensus.

**21. Dialysis:** Census of dialysis is currently at five. Strategic plans for increasing census continue. Primarily focused on awareness education.

**22. Incident/Accident Report data:** Mrs. Delau presented incident and accident reports from September 2024 through November 2024.

**23. Nurse Bonus:** The total cost for the nurse bonus since the last payroll, presented at the previous meeting, is \$12,900. Last time was \$700. The upcoming payroll has trended downward again. Work is ongoing.

**24. Wage Review Strategy (non-union):** Reviewed the non-union compensation scale for 2025. Discussion occurred at board meeting.

- Mrs. Civile made the motion to approve the wage scale as written. Mr. Bontrager supported motion, which passed by consensus.

**25. Part Time Wage Review:** Current wage was set at \$13.80. It was recommended to increase to 3% in order to stay competitive in the market. This sets the wage to \$14.21. The majority of these positions do not receive the direct care worker wage increase, nor any of the bonus structures (attendance bonus, shift pick-up bonus, etc.).

- Mr. Bontrager made the motion to approve the part-time wage increase as written. Mrs. Civile supported motion, which passed by consensus.

**26. Non-Union Benefits:** Mrs. Espinoza explained to align with the union benefits proposed and approved by union vote, the following were assessed for addition to full-time non-union staff. This is inclusive of two COVID days/year to be utilized if a staff member tests positive for COVID. The use of these days is not an entitled benefit, they cannot be rolled over, and they are not eligible for pay-out. This is due to the CDC requirements of LTC in which staff must remain off work when positive for 7-10 days. It was also proposed that Life Insurance be increased to \$50,000 to all non-union staff that are department heads (this aligns with the nurse contract increase) and an increase in life insurance to \$25,000 to all remaining non-union staff (this aligns with the general union contract).

- Mrs. Civile made the motion to approve the addition of COVID days and the increase of life insurance as written for non-union staff. Mr. Bontrager supported this motion, which passed by consensus.

**27. Vision Insurance through BCBS:** We received our voluntary vision benefit rate. As previously mentioned, the rates have decreased for 2025. The 2025 renewal rates are \$8.80 single, \$17.61 for two-person, \$29.23 for family. There are no changes to the plan design.

- Mrs. Civile made the motion to approve the BCBS Vision Insurance for 2025. Mr. Bontrager supported the motion, which passed by consensus.

**28. HR Administrative Assistant:** The addition of a 0.5 FTE to the HR department was proposed. There is a current staff member serving as the HR Administrative Assistant in a part-time capacity that would be promoted to full-time. According to recent research, the average HR to employee ratio is 1.5 staff for every 100 employees. Discussion ensued.

- Mr. Bontrager made the motion to approve the elevation of the HR Administrative Assistant to full-time. Mrs. Civile supported this motion, which passed by consensus.

**29. Plant Operations Concerns list:** Mr. Smithingell presented a list containing maintenance updates.

**30. Quality Measure report:** Mrs. Delau presented the CASPER report with an update.

**31. Marketing/PR:** Mrs. Baldwin provided an update regarding Marketing/PR.

**32. Introduction:** We gave a warm welcome to Brandy Quaderer, the new Assistant Activities Director!

**33. Activities:** Mrs. Quaderer presented a list of activities planned for January 2025.

**34. Dietary:** Mrs. Gokee reported an update from Dietary.

**35. Central Supply:** Mrs. Woodruff presented a summary for Central Supply.

**36. General IT update:** Mr. Skucz provided an update from IT.

**37. IT – Lead Network Administrator:** Previous discussions have occurred regarding the number of direct reports to the Administrator. After thorough review throughout 2024, it has been discussed that the creation of an IT Director Position is necessary to the operations of the department and the facility. This department is currently structured with three full-time individuals that report to the Administrator. There is also extensive IT support from our vendor partner Common Angle. Details for this position are being determined still, however, it was planned in to the 2025 budget. It would maintain three in the department with one promoted to the lead position. This position would receive enhanced oversight from the Administrator throughout 2025 to ensure success in the restructure.

- Mr. Bontrager made motion to approve the Lead Network Administrator position as written. Mrs. Civile supported this motion, which passed by consensus.

**38. Battery Purchase:** As a part of our emergency preparedness following the transfer switch failure, a purchase was made to add batteries to the server room in order to expand the amount of time that our IT service can run on battery back-up. The cost for this was \$11,080 which is over the Administrators authority, but was approved under the emergency clause and due to discussions held at the last meeting. This purchase will benefit our emergency needs.

- Mrs. Civile made motion to approve the purchase of the additional battery back-ups as written. Mr. Bontrager supported this motion, which passed by consensus.

**39. 2025 Board Meeting Schedule:** Mrs. Espinoza presented the finalized schedule for 2025 DHHS Board Meetings.

**40. Closed Session:** Mr. Bontrager 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. Mrs. Civile supported motion, which passed by consensus. Motion carried with 3 yeas; Londa Knauff, Greg Bontrager and Cindy Civile.

-The meeting entered 1<sup>st</sup> closed session at 11:41am.

-The meeting exited 1<sup>st</sup> closed session at 12:11pm.

**41. Return to open session:** Mrs. Civile made motion to return to open session, Mr. Bontrager supported motion, which passed by an all yeas vote.

-Mr. Bontrager made motion to ratify the January 1<sup>st</sup>, 2025 agreement as written for Michigan Council #925 AFSCME. Mrs. Civile supported motion, which passed by consensus.

-Mrs. Civile made motion to ratify the January 1<sup>st</sup>, 2025 reopener agreement as written for Michigan AFSCME #25. Mr. Bontrager supported motion, which passed by consensus.

**42. Closed session:** Mrs. Civile made motion to enter Closed session under Michigan OMA Section 8(a) for the purpose of conducting a periodic personnel evaluation of Shana Espinoza, at her request. Mr. Bontrager supported motion, which passed by consensus. Motion carried with 3 yeas; Londa Knauff, Greg Bontrager, and Cindy Civile.

-The meeting entered 2<sup>nd</sup> closed session at 12:12am.

-The meeting exited 2<sup>nd</sup> closed session at 12:53pm.

**43. Next Meeting date:** Next meeting date January 17th, 2025 at 10:00am.

**44. Adjourn:** Mrs. Civile made motion to adjourn the meeting. Mr. Bontrager supported the motion. The meeting adjourned at 12:53 pm.



