

**Shiawassee County Health and Human Services Board Meeting Minutes
January 17, 2025**

Call to Order: Mrs. Civile called the meeting to order at 10:15 am. The following were in attendance: 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), Steve Zemcik (Assistant Plant Operations), Erika Tomac (Activities), Kelly Knieper (Business Office Manager), Cheri Gokee (Dietary), Tabitha Woodruff (Central Supply), Phil Alt (Contracted CFO), Michael Miller (IT).

- 1. Employee Appreciation:** We recognized the hard work of our housekeeping team! Housekeeping goes above and beyond to make sure each room in the facility is tidy and clean while also fulfilling various duties within the facility. The Board and Department Heads recognized their efforts and gave thanks!

- 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 December 20th, 2024 DHHS Board Meeting. Mrs. Civile supported the motion, which passed by an all yeas vote.

 - Mr. Bontrager made motion to approve the first closed session minutes of the December 20th, 2024 board meeting. Mrs. Civile supported motion which passed by an all yeas vote.

 - Mr. Bontrager made motion to approve the second closed session minutes of the December 20th, 2024 board meeting. Mrs. Civile supported motion which passed by an all yeas vote.

- 3. Public Participation:** None

- 4. Conflict of Interest Disclosure Statement:** This document was presented. We discussed that it was recently reviewed by legal and that all board members and managers will complete.

- 5. Roberts Rules of Order:** Roberts Rules of Order are a set of procedures for conducting meetings that ensure fairness, efficiency, and order. This document was asked to be seen during the last board meeting. This document was previously approved by the Board in October of 2023 at our DHHS meeting. An copy of this document, with date changed to 2025, will be signed at the next meeting

6. **Expansion Update:** As the expansion planning continues, we have submitted the full Certificate of Need (CON) as of 12/23/24. As discussed in our last meeting, the RFP was finalized with legal and posted on 1/13/2025. Edmund London and Associates (ELA) will be invited to participate in next month's Board meeting to respond to the feedback on the designs. Mr. Smithingell and the Administrator will be doing a walk-through with potential contractors on 1/21/25. Discussion occurred on inviting county officials to the next board meeting.
7. **Retention Credit:** As a reminder, our ERC credit of \$4.6 million was denied by the IRS. Our appeal to denial was filed and no further communication has occurred. Administrator coordinated a meeting with former state rep Mr. Frederick on 1/8/2025 to discuss any further opportunities with the changes in elected officials. He has suggested lobbyist Scott Aliferis to assist us. Administrator is set to meet with Mr. Aliferis to help us retain this credit on 1/17/2025.
8. **Check Fraud:** Mrs. Knieper reported on 1/9/2025 the funds were returned to our account by chase bank in the amount of \$13,682.30.
9. **Financial Report:** Phil Alt presented the November 2024 unaudited financial statements, including the summarized balance sheet, income statement, and month-end recap. Mr. Alt noted that our ratios look good and are holding strong. We have on average a 134 daily census which equates to 98% occupancy. Pleasant View continues to grow and expand:
 - Mr. Bontrager made motion to approve the unaudited November 2024 financials. Mrs. Civile supported motion, which passed by an all yea vote.
10. **Accounts Payable:** Mrs. Espinoza presented the check registers for the pay period dated 12/07/2024-12/20/2024 and 12/21/24-1/03/2025.
 - Mr. Bontrager made motion to approve payment of check register date of 12/20/2024 in the amount of \$704,139.16. Mrs. Civile supported the motion, which passed by an all yea vote.
 - Mr. Bontrager made the motion to approve payment of check register dated 1/03/2025 in the amount of \$566,386.12. Mrs. Civile supported the motion, which passed by an all yea vote.
11. **Payroll:** Mrs. Lamb presented the payroll summaries for pay periods dated 11/18/24-12/01/24, 12/02/24-12/15/24, and 12/16/24-12/29/24.

- Mr. Bontrager made motion to approve payroll summaries for the dates of 11/18/24-12/01/24, in the amount of \$623,732.91. Mrs. Civile supported the motion, which passed by an all yeas vote.

-Mr. Bontrager made motion to approve payroll summaries for the dates of 12/02/24-12/15/24 in the amount of \$465,927.15. Mrs. Civile supported the motion, which passed by an all yeas vote.

- Mr. Bontrager made motion to approve payroll summaries for the dates of 12/16/24-12/29/24 in the amount of \$490,590.31. Mrs. Civile supported the motion, which passed by an all yeas vote.

12. **Occupancy data comparison:** Mrs. DeLau presented the graphs from 11/2024 which align with the November financials. The daily census was reported at 131. Four residents are at the hospital.
13. **Write Offs:** None to present at this meeting.
14. **Write Offs Less than \$1000:** Mrs. Knieper presented the write-off for less than \$1000.
15. **AR Reconciliation:** Mrs. Knieper presented the AR reconciliation form. Discussion occurred at the meeting.
16. **Medicaid Outstation Worker Quarterly Report:** Mrs. Knieper presented a quarterly report, which has shown the number of the approved applications is at an all-time low, which is a good number to see, as it indicates that the outstation worker was able to work with the resident/rep to get them approved before they needed Medicaid. This reduces the risk of a write-off due to Medicaid being denied. Discussion occurred regarding reporting additional data points.
17. **Phil Alt, CFO Consulting:** Mr. Alt presented to the Board and department, there will be no change to his rates. In addition, Phil has expanded his company and added a new financial analyst, Kara Martus, who will be a great resource to his agency.
18. **Medicaid Cost Report Audit for 2022:** Administrator presented the following results of the 2022 audit. Annually the filed Medicaid cost report is audited by the State to confirm costs and reporting activity. Most adjustments were not significant for the 2022 audit that concluded with an exit conference on 1/6/2025, but there was one significant adjustment that is being evaluated further by PV. The position of Medicaid is that any funding outside of Medicaid dollars that funds a cost should be fully offset within the cost report and this was applied to COVID testing reimbursement. PV tracked specific costs associated with the COVID testing activity during 2022 and only offset those costs (\$164,828) with the COVID testing reimbursement received (\$520,234), but Medicaid is adjusting the remaining \$355,406 against costs that

technically have nothing to do with COVID testing reimbursement. We then discussed pursuing options with CLA.

- 19. Star Rating with CMS:** Mrs. DeLau presented that the facility remains at a 5-star. We continue to follow the star system rating, and any changes that are made. To remain at a 5-star, the facility has implemented positive changes throughout the building.
- 20. State:** Theresa informed the board and department heads that we currently have one outstanding FRI. Extensive nurse training has lowered the number of overall FRI's and complaints.
- 21. Updated Policies:** None to present at this meeting.
- 22. MDS:** Mrs. DeLau spoke of new support from Engage to MDS, which started on 1/13/2025. This consists of support from Engage as well as the new Clinical Coordinator Positions. The change has been a smooth transition.
- 23. Dialysis:** Administrator presented the census for dialysis, which is nine. Strategic planning for increasing the census continues with assistance from Mrs. Baldwin. An important item to note is that we have never had an infection at the access site!
- 24. Corporate Compliance:** Administrator presented the Corporate Compliance information. This represents our corporate compliance program and has been worked on with the team and legal over the last several months. This replaces the prior program and policies to ensure compliance. Quarterly updates will remain a placeholder on the agenda. The committee's current priority is working on completing the full risk assessment that will then occur yearly.
 - Mr. Bontrager made motion to approve the Corporate Compliance Policies and Integrity Program of Ethics as written. Mrs. Civile supported motion, which passed by an all yeas vote.
- 25. Incident/Accident Report data:** Mrs. DeLau presented incident and accident reports from October 2024 through December 2024. Mrs. DeLau has brought relevant training information into the huddles with nursing staff which has assisted in decreasing falls.
- 26. Nurse Bonus:** The total cost for the nurse bonus since the last payroll, presented at the previous meeting, is \$3,200. Last time was \$12,900. We continue to see changes in staffing, as work is ongoing.
- 27. ESTA:** An employee sick time act, which is a state law, is being reviewed by HR and the Administrator. This law requires employers to provide each employee with 72 hours of sick leave. Due to the recent passage of union contracts, this currently will only effect

non-union employees. This change will affect This change is set to take place on February 21st. Mrs. Lamb will have a policy drafted which will be presented at the next board meeting.

28. **Plant Operations Concerns list:** Mr. Smithingell presented a list containing maintenance updates. These updates included: acquiring a new bariatric lift, annual fire system inspections and fire doors added to Harbors.
29. **Quality Measure report:** Mrs. Delau presented the CASPER report with an update.
30. **Marketing/PR:** Mrs. Baldwin provided an update regarding Marketing/PR. Mrs. Baldwin presented the CRT 6-month event schedule, referral statistics and discharge statistics. Mrs. Baldwin also informed us that January 17th, 2018 was our move in date for Pleasant View's newest building.
31. **Activities:** Mrs. Tomac presented a list of activities planned for February 2025.
32. **Dietary:** Mrs. Gokee reported an update from Dietary. Mrs. Gokee reported we are at 3.6% weight loss compared to 6.3% average for the state and 5.7% national average.
33. **Central Supply:** Mrs. Woodruff presented a summary for Central Supply. Central Supply has been in the process of conducting a physical audit on all the facilities nursing equipment.
34. **General IT update:** Mr. Miller provided an IT update. The installation of the back-up batteries was a success with minimal disruption. IT will be switching from Adobe to Foxit for our PDF needs.
35. **IT – Lead Network Administrator:** The IT team lead decision is being reviewed. Update to occur at the next meeting.
36. **Next Meeting date:** Next meeting date February 21st, 2025 at 10:00am.
37. **Adjourn:** Mr. Bontrager made motion to adjourn the meeting. Mrs. Civile supported the motion. The meeting adjourned at 11:48AM.

