

**Shiawassee County Health and Human Services Board Meeting Minutes  
March 21st, 2025**

**Call to Order:** Mrs. Civile called the meeting to order at 10:00 am. The following were in attendance: Greg Bontrager (Board Member), Cindy Civile (co-chair), Shana Espinoza (Administrator), Eric Ross (Administrative Assistant to the Administrator), Theresa Delau (Director of Nursing), Sandy Lamb (Human Resources), Jeff Smithingell (Plant Operations), Erika Tomac (Activities), Kelly Knieper (Business Office Manager), Cheri Gokee (Dietary), Tabitha Woodruff (Central Supply), Phil Alt (Contracted CFO), Michael Miller (IT), Jeff Gallant, Clarkhill (Virtual), Pete Ecklund, Clarkhill (Virtual), Jordan London, ELA (Virtual), Rob Silverblatt (K&L Gates - Virtual), Randy Clark (K&L Gates- Virtual), Scott Aliferis (K&L Gates- Virtual).

- 1. Employee Appreciation:** Today we recognize the IT Department! They've been instrumental in smooth transitions to new software and are always looking for ways to optimize our workflow. We often don't see the behind-the-scenes work they do, but we feel the impact of their dedication. Thank you to IT for keeping us secure and running smoothly!
- 2. Approval of excusing Board Chair Londa Knauff from the March 21<sup>st</sup>, 2025 meeting:**
  - Mr. Bontrager made motion to approve the absence of Londa Knauff from the March 21<sup>st</sup>, 2025 Board Meeting. Mrs. Civile supported the motion, which passed by an all yeas vote.
- 3. 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 February 21<sup>st</sup>, 2025 DHHS Board Meeting. Mrs. Civile supported the motion, which passed by an all yeas vote.
- 4. Public Participation:** No public participation.
- 5. Expansion Update:** The full Certificate of Need (CON) application continues to await official approval, expected June 3<sup>rd</sup>, 2025. The RFP for Construction Management at Risk selection process has occurred. We began the RFP process on 1/13/25. We received phase 1 and phase 2 proposals from Wieland and Spence Brothers. After receiving their phase 2 proposals, we conducted presentations and interviews the week of February 24<sup>th</sup>, and then performed an extensive evaluation of each company. The proposed plans and costs were weighed upon heavily by Pleasant View leadership. We have decided to recommend Spence Brothers as our builder for this project. We

expect to finalize the plans in June 2025, and receive a Guaranteed Maximum Price proposal from the Construction Manager in July 2025. We are expecting to commence construction by late July 2025, and complete construction by December 31, 2026. A Bond Resolution was presented to the Board. The Board and Pleasant View leadership both were comfortable with the Bond Resolution as written. Legal was present for this discussion. The Board was kept up to date by leadership during this process.

- Mr. Bontrager made motion to approve the construction contract as written with Spence Brothers. Mrs. Civile supported the motion, which passed by an all yeas vote.

- Mr. Bontrager made motion to approve the bond resolution as written. Mrs. Civile supported the motion, which passed by an all yeas vote.

- 6. Financial Report:** Phil Alt presented the January 2025 unaudited financial statements, including the summarized balance sheet, income statement, and month-end recap. Mr. Alt praised Kelly Knieper's ability to shift focus from audit to audit during the early months of the year.

- Mr. Bontrager made motion to approve the unaudited January 2025 financials. Mrs. Civile supported motion, which passed by an all yeas vote.

- 7. Accounts Payable:** Mrs. Espinoza presented the check registers for the pay period dated 2/01/2025- 2/14/2025 and 2/15/2025- 2/28/2025.

- Mr. Bontrager made motion to approve payment of check register date of 2/14/25 in the amount of \$662,192.70. Mrs. Civile supported the motion, which passed by an all yeas vote.

- Mr. Bontrager made the motion to approve payment of check register dated 2/28/2025 in the amount of \$420,259.63. Mrs. Civile supported the motion, which passed by an all yeas vote.

- 8. Payroll:** Mrs. Lamb presented the payroll summaries for pay periods dated 1/27/25- 2/9/25 and 2/10/25-2/23/25.

- Mr. Bontrager made motion to approve payroll summaries for the dates of 1/27/25-2/9/25 in the amount of \$521,220.87. Mrs. Civile supported the motion, which passed by an all yeas vote.

- Mr. Bontrager made motion to approve payroll summaries for the dates of 2/10/25-2/23/25 in the amount of \$538,633.58. Mrs. Civile supported the motion, which passed by an all yeas vote.

**9. Occupancy Data:** Mrs. DeLau presented the graphs from January 2025 which align with the January financials. The daily census was reported at 132, with 2 residents at the hospital.

**10. Write Offs:** Mrs. Knieper presented the write-off's totaling \$13,586.26.

-Mr. Bontrager made motion to approve the write-off's totaling \$13,586.26. Mrs. Civile supported the motion, which passed by an all yeas vote.

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

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

**13. Medicaid Cost Report Audit Appeal:** Submission of an appeal request was made during February 2025 to protest the adjustment of COVID testing reimbursement against non-COVID testing expenditures on the 2022 Medicaid cost report. The estimate of this adjustment's impact to Medicaid reimbursement is \$400,000 or more in CPE funding expected. PV has contracted with CLA to assist in the appeal. The appropriate resources have been filed with the state. A pre-trial hearing occurred on March 19<sup>th</sup> and next hearing will occur on April 23<sup>rd</sup>.

**14. 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.

**15. State:** Mrs. DeLau presented we have two outstanding FRI's. One of the FRI's involved a resident-to-resident allegation and a missing piece of jewelry. The missing pendant was reported to the State and Shiawassee County Sheriff's Office, as is required.

**16. Organizational Chart:** Administrator presented an updated Organizational Chart. The chart was updated to reflect changes within the organization over the last few years.

**17. MDS:** Administrator presented the new MDS structure continues and is performing well. Engage continues to complete assessments with the support of the Clinical Coordinator positions. As a reminder this began as of 1/13/25.



**18. Dialysis:** Mrs. DeLau presented the census for dialysis, which is 11. Thanks were given all around to the team for maintaining this service.

**19. Facility Assessment:** Mrs. DeLau presented our bi-annual facility assessment. Facility Assessment is a working tool the facility utilizes consistently to assess facility needs. This document is presented to the board twice a year to discuss pertinent changes and serves as a process audit. This assessment requires facilities to look at themselves and evaluate, which could be a useful reference for the facility to progress and address regulatory changes.

**20. Incident/Accident Report data:** Mrs. DeLau presented incident and accident reports from December 2024 through February 2025. Mrs. DeLau informed us that there is currently a focus of decreasing medication errors. There are trainings occurring, monitoring by nursing, and a competency check-off regarding medication errors. Pleasant View is committed to a culture of honor and accountability.

**21. Nurse Bonus:** Mrs. DeLau and Mrs. Lamb presented the nurse bonus information. The total cost for the nurse bonus since the last payroll, presented at the previous meeting, is \$3,400. Last time was \$10,650. We continue to see changes in staffing, as work is ongoing.

**22. ESTA:** Mrs. Lamb presented ESTA, the employee sick time act, which is a state law, and was reviewed by HR, the Administrator and legal. There may be ongoing changes to this law and revisions may be necessary.

- Mr. Bontrager made motion to approve the ESTA policy as written and subject to changes from legal. Mrs. Civile supported the motion, which passed by an all yeas vote.

**23. Strategic Planning:** The creation of a DCO position was presented and approved as part of a phase 1 transition discussed in the May 2024 meeting. This approval meant that the DON was promoted to DON/DCO while transitioning the team to operate with the roles separately. We have planned to fully engage the separation of the two positions into a DON and a DCO. Growth and elevation of these opportunities for staff are a priority for Pleasant View.

- Mr. Bontrager made motion to approve separation of the DCO and DON positions as written. Mrs. Civile supported the motion, which passed by an all yeas vote.

**24. Plant Operations Concerns list:** Mr. Smithingell presented a list containing maintenance updates. These updates included: Bariatric lifts, fire alarm magnetic devices, the building process and oxygen reserve tanks.

**25. Bus Purchase:** Our current bus has had a recent need in increased repairs. We also feel it a necessity to get this order now in order to be positioned for arrival in time for the

expansion needs. This bus will accommodate our growing bariatric needs. This was a planned expense in the budget for 2025 in the amount of \$135,000. We are recommending the Matthews Phoenix Coach in the amount of \$135,030.

-Mr. Bontrager made motion to approve the purchase of the Matthews Phoenix Coach Bus in the amount of \$135,030. Mrs. Civile supported the motion, which passed by an all yeas vote.

- 26. Quality Measure report:** Mrs. Delau presented the CASPER report with an update. Nursing continues to have regular meetings with providers and competency trainings to keep our record of satisfaction at Pleasant View.
  
- 27. Marketing/PR:** Board Members viewed the monthly summary for Marketing/PR provided by Mrs. Baldwin.
  
- 28. Activities:** Mrs. Tomac presented a list of activities planned for April 2025.
  
- 29. Dietary:** Mrs. Gokee reported an update from Dietary. Mrs. Gokee reported we are at 2.8% weight loss compared to 5.8% state average.
  
- 30. Central Supply:** Mrs. Woodruff presented a summary for Central Supply. Central Supply has been focusing on auditing slings and PAP machines.
  
- 31. General IT update:** Mr. Miller provided an IT update.
  
- 32. Retention Credit:** As has been continuously discussed, our ERC credit of \$4.6 million was denied by the IRS. We filed an appeal to the denial. They scheduled a telephone conference to discuss possible settlement of our case. (Initially scheduled for April 3rd, but rescheduled for April 29th). As discussed at the prior meeting, a partnership with a lobbyist (for this situation) has been explored. Meetings began on 01/17/25. They suggested the first step as a thorough review of our records and engaging with the office of appeals. The estimated cost is \$35,000-\$70,000, with a clear statement from them that cases involving disputes over what constitutes an order for shutdown are difficult to win. This same firm can assist us with litigation if we decide that as a subsequent step. However, a subsequent call resulted in discussion that the DOJ is open to discussing more settlements. In addition, it is important to remember that utilizing K&L Gates at this point does not bound us to utilizing them for litigation should we get to that point. There is opportunity to work just with the lobbyist (cost of \$30,000 for three months) or both the lobbyist and K&L Gates. K&L joined our meeting virtually to answer questions brought by the board. K&L believe they have a reasonable path forward to elevate this case, as Congress made statutes for healthcare facilities to receive credits during the government shutdown. K&L informed us that the

IRS may have not followed the appropriate terms and may owe us a settlement due to non-payment.

-Mr. Bontrager made motion to approve the contract with K&L Gates for the lobbyist services and legal support as written (not inclusive of litigation at this time). Mrs. Civile supported the motion, which passed by an all yeas vote.

**33. Next Meeting date:** Next meeting date April 18th, 2025 at 10:00am.

**34. Adjourn:** Mr. Bontrager made motion to adjourn the meeting. Mrs. Civile supported the motion. The meeting adjourned at 12:38PM.

*Londa Knauff*