Shiawassee County Health and Human Services Board Meeting Minutes

August 15th, 2025

Call to Order: Mrs. Knauff called the meeting to order at 10:08 AM.

The following were in attendance: Londa Knauff (Board Chair), Cindy Civille (Board Co-Chair), Greg Bontrager (Board Member), Shana Espinoza (Administrator), Eric Ross (Administrative Assistant to the Administrator), Sandy Lamb (Human Resources), Theresa Delau (DCO), Kelly Bakousidis (DON), Jeff Smithingell (Plant Operations), Brandy Quaderer (Activities), Kelly Knieper (Business Office Manager), Cheri Gokee (Dietary), Rachel Baldwin (Marketing/PR), Tabitha Woodruff (Central Supply), Michael Miller (IT), Jeff Gallant (ClarkHill - Virtual), Pete Ecklund (ClarkHill – Virtual)

1. **Appreciation Minute:** The team took a moment to extend our appreciation to Rachel Baldwin for her outstanding work in marketing and public relations! The efforts of Rachel have enhanced the visibility of our facility and strengthened community engagement. Thank you for your ability to foster positive public perception and support our mission and values!

2. **Approval of the Pleasant View Shiawassee County Medical Care Facility/Shiawassee County Department of Health and Human Services Board Meeting Minutes of July 18th, 2025:**

   - Mr. Bontrager made motion to approve the minutes of the July 18th, 2025 DHHS Board Meeting. Mrs. Civille supported the motion, which passed by an all yea vote.

3. **Approval of the Pleasant View Shiawassee County Medical Care Facility/Shiawassee County Department of Health and Human Services Closed Session Board Meeting Minutes of July 18th, 2025:**

   - Mrs. Civille made motion to approve the closed session minutes of the July 18th, 2025 DHHS Board Meeting. Mr. Bontrager supported the motion, which passed by an all yea vote.

4. **Public participation:** No public participation occurred.

5. **Expansion Update:** The Administrator presented to the Board that the bonds have been finalized this month. The application for behavioral beds has begun. The application for the behavioral beds will be due early October. The need for

additional beds in-county is continually growing, and Pleasant View wishes to assist the community in the growing demands. Discussion occurred surrounding behavioral beds (specialty pool beds) being the only available beds to the facility at the time. Jeff Gallant joined virtually to give updates on the timeline for the expansion. Construction is planned to begin on September 29th and the tentative date for finalizing construction will be March 19th, 2027.

6. **Financial Report:** Mrs. Knieper presented the financial report for June 2025. Commentary was given on the summarized balance sheet, income statement, and month-end recap.

   - Mr. Bontrager made motion to approve the unaudited June 2025 Financials. Mrs. Civille supported the motion, which passed by an all yea vote.

7. **Accounts Payable:** The team reviewed the check registers from 7/5/25-7/18/25 and 7/19/25-8/1/25.

   - Mrs. Civille made motion to approve the payment of check register date of 7/18/25 in the amount of $486,825.64. Mr. Bontrager supported the motion, which passed by an all yea vote.

   - Mrs. Civille made motion to approve the payment of check register date of 8/01/25 in the amount of $714,992.68. Mr. Bontrager supported the motion, which passed by an all yea vote.

8. **Occupancy Data**: Mrs. Knieper presented the occupancy data for June. Our current census is 134, with 10 in dialysis.

9. **Write-Off's:** None to present this month.

10. **Write-Off's Less than $1000:** None to present this month.

11. **AR Reconciliation:** Mrs. Knieper presented the AR reconciliation form to the Board.

12. **Community Relations Team (CRT) Funds transfer:** The Administrator presented the summary of CRT expenses for April 2025 through June 2025.

13. **Star Rating with CMS:** The Administrator presented the facility remains at a 5-star, and discussion occurred. Will continue to follow the star system rating, and any changes that are made.

14. **State:** The Administrator presented to the Board that during our annual state survey, we received two minor level citations. The POC was submitted on 7/18/25 and a desk review was requested. On 8/4/25, we were informed that our desk review was accepted and completed. The facility is now in substantial compliance. A big 'Thank You' was given to our team for their exceptional care.

15. **Facility Assessment:** Mrs. DeLau presented the yearly Facility Assessment. She informed the group that we are currently on target with our goals. Mrs. DeLau also covered highlights of the assessment and discussion occurred. The Board signed off on facility assessment paperwork.

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

17. **Dialysis:** Mrs. DeLau presented that our current dialysis census is at 10. Thanks were given to the team for their efforts.

18. **SEDP:** The Administrator met with the Shiawassee Economic Development Partnership last month. The Administrator and the SEDP were in agreeance reviewing a partnership in 2026. The SEDP could provide staffing support for our expansion as well as getting education out in regard to our expansion and staffing needs.

19. **Billing Assessment:** The Administrator informed the group that the billing assessment project from Medic Management has been completed and received and reviews from the team are underway. A summary is set to be provided next month.

20. **Incident/Accident Report Data:** Mrs. Bakousidis gave commentary on our Incident/Accident Report for May 2025 through July 2025. Nursing has met with staff to implement intervention and review procedures.

21. **HR Updates:** Mrs. Lamb presented updates to the HR Department for the month. She gave updates on our upcoming job fair, meeting with different colleges regarding recruiting, and gave a "thank you" to the youth of Shiawassee County who have spent the summer making memories with our residents.

22. **Payroll:** Mrs. Lamb presented the payroll summaries for the pay periods 6/30/25-7/13/25 and 7/14/25-7/27/25.

    - Mr. Bontrager made motion to approve payroll from 6/30/25-7/13/25 in the amount of $537,992.99. Mrs. Civille supported the motion which passed by an all yea vote.

33. **IT Updates:** Mr. Miller discussed monthly updates to the IT department.

34. **VM Ware Update:** The Administrator followed up on an item from our last Board meeting; the VM Ware licensing issue. Our system continues operating as normal and is fully licensed. Common Angle continues to explore additional options as they are developed.

35. **Camera System:** The Administrator presented that our current camera system has had recent issues and is approaching its end of life. Our team has recently had a demonstration of a new camera company, Rhombus, which provides us with a more advanced camera system that is tailored to our needs. The Administrator then presented the benefits and functions of the Rhombus camera system.

    - Mr. Bontrager made motion to approve the Rhombus camera system with a $350,000 cap. Mrs. Civille supported the motion, which passed by an all yea vote.

36. **Retention Credit:** The Administrator informed the group that there has been no recent movement regarding the IRS or the case overall. Administrator met with Scott Aliferis earlier this month, and work is ongoing.

37. **Strategic Planning:** The Administrator presented that the current Strategic Planning is still in the works, and efforts have been spent on several different areas to solidify the difference between a strategic plan and strategic goals. There will be more to come at the September meeting.

38. **Next Meeting Date:** September 19th, 2025 at 10AM.

39. **Adjourn:** Mr. Bontrager made motion to adjourn the meeting. Mrs. Civille supported the motion, which passed by an all yea vote. The meeting adjourned at 11:46AM.

Londa Kraff