Shiawassee County Health and Human Services Board Meeting Minutes
October 17th, 2025

Call to Order: Mrs. Knauff called the meeting to order at 10:11 AM.

The following were in attendance: Londa Knauff (Board Chair), Greg Bontrager (Board Member), Cindy Civille (Board Co-Chair), Shana Espinoza (Administrator), Eric Ross (Administrative Assistant to the Administrator), Sandy Lamb (Human Resources), Jeff Smithingell (Plant Operations), Hollie Dowen (ADON), Kelly Knieper (Business Office Manager), Cheri Gokee (Dietary), Tabitha Woodruff (Central Supply), Rachel Baldwin (PR/Marketing), Phil Alt (Contracted CFO), Michael Miller (IT), Erin Kelley (Corporate Compliance Officer), Jeff Gallant (Clarkhill) and Rob Silverblatt (K&L Gates -Virtual)

1. **Employee Appreciation**: Today we recognize not one, but two, important pillars of our facility: Environmental Services and Dietary! We've celebrated both departments in the past month and their efforts do not go unnoticed. We are grateful for the reliable services they provide to both residents and staff. Thank you to both Environmental Services and Dietary!

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 September 19th, 2025 DHHS Board Meeting. Mrs. Civille supported the motion, which passed by an all yea vote.

- Mrs. Civille made motion to approve the first closed session minutes of the September 19th, 2025 board meeting. Mr. Bontrager supported the motion, which passed by an all yea vote.

-Mr. Bontrager made motion to approve the second closed session minutes of the September 19th, 2025 Board meeting. Mrs. Civille supported the motion, which passed by an all yea vote.

-Mrs. Civille made motion to approve the minutes of the special October 7th Board Meeting. Mr. Bontrager supported the motion, which passed by an all yea vote.

- Mr. Bontrager made motion to approve of the closed session minutes of the special October 7th Board meeting. Mrs. Civille supported the motion, which passed by an all yea vote.

3. **Public Participation**: No public participation occurred.

4. **Expansion Update:** The Administrator discussed the expansion and provided updates. The CON for 20 high-occupancy beds has been approved and the application for an additional 20 behavioral beds (memory care) has been submitted. Pleasant View has received the updated GMP from Spence Brothers. Discussion occurred.

5. **Closed Session:** Mrs. Civille made motion to enter closed session, pursuant to Section 8(h) of the Michigan Open Meetings Act to discuss confidential communication from legal counsel. Mrs. Knauff supported the motion, which passed by an all yea vote.

- The meeting entered closed session at 10:14AM
- The meeting exited closed session at 10:35AM

6. **Return to Open Session:**

-Mrs. Civille made motion to approve the contract with Elite Facility Consultants, LLC as representatives pending legal review of contract. Mr. Bontrager supported the motion, which passed by an all yea vote.

-Mr. Bontrager made motion to approve the updated GMP from Spence Brothers, pending review from Elite Facility Consultants. Mrs. Civille supported the motion, which passed by an all yea vote.

7. **Financial Report:** Phil Alt presented the August 2025 unaudited financial statements, including the summarized balance sheet, income statement, and month-end recap.

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

8. **Accounts Payable:** Mrs. Espinoza presented the check registers for the pay period dated 08/30/25-09/12/25 and 09/13/25-09/26/25.

-Mrs. Knauff made the motion to approve payment of check register date 9/12/25 for the period of 08/30/25-09/12/25 in the amount of $549,727.15. Mr. Bontrager supported the motion, which passed by an all yea vote.

-Mrs. Knauff made the motion to approve payment of check register date 09/26/25 for the period of 09/13/25-09/26/25 in the amount of $839,706.26. Mrs. Civille supported the motion, which passed by an all yea vote.

9. MI Class Transfer: The Administrator stated that a transfer of $2.5 million had been made to the Michigan CLASS investment account on 9/26/25.

10. **Occupancy Data:** The Administrator presented and discussed the occupancy data for the month of August.

11. **Write Offs:** None were presented this month.

12. **Write Offs Less than $1000:** The Administrator presented a write-off to the Board.

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

14. **Medicaid Outstation Worker Quarterly Report:** Mrs. Knieper presented the Medicaid Outstation Worker Quarterly Report and discussion occurred. The Board expressed their gratitude towards the outstation worker and stated that they are valued by the community.

15. **Capitalization of Fixed Assets Policy:** The Administrator stated that the Capitalization of Fixed Assets Policy requires a yearly review. The group reviewed the policy and discussion occurred. No changes were made to the policy.

16. **Star Rating with CMS:** Pleasant View remains at 5 stars. We continue to follow the star rating system and any changes that are made.

17. **Newsweek Report:** The Administrator presented a recent article that was published by Newsweek, which places Pleasant View on their list of 'America's Best Nursing Homes 2026'. Discussion occurred. The Board gave a "congratulations" to the Pleasant View team for their efforts.

18. **State:** We currently have no outstanding FRI's.

19. **Updated Policies:** None to present this month.

20. **Physician Services Group:** The Administrator presented the proposed contract between Memorial Healthcare and Pleasant View to attain physician services. This would provide a Medical Director, a Physician's Assistant, and on-call coverage. Discussion occurred.

- Mrs. Knauff made motion to approve of the contract with Memorial Healthcare for provider services, following full legal review. Mrs. Civille supported this motion, which passed by an all yea vote. Mr. Bontrager recused himself from this vote.

21. **Dialysis:** Mrs. Dowen presented the census for dialysis, which was at 9.

22. **Corporate Compliance:** Mrs. Kelley, Compliance Officer, provided a quarterly update to the board. Compliance issues were discussed. The Board inquired if there were any additional compliance issues or concerns, to which the compliance officer stated "no".

23. **Incident/Accident Report Data:** Mrs. Dowen presented the incident/accident data for the months of July 2025 through September 2025.

24. **HR Updates:** Mrs. Lamb discussed HR updates with the group. Mrs. Lamb noted that Union Negotiations are set to begin within the coming weeks.

25. **Restructure:** Mrs. Lamb presented a potential restructuring model for the HR department. Discussions regarding the plan and proposal for restructuring took place. Discussions will continue to take place.

26. **Payroll:** Mrs. Lamb presented the payroll summaries for the pay periods 08/25/25-09/07/25 and 09/08/25-09/21/25.

- Mrs. Civille made motion to approve payroll from 08/25/25-09/07/25 in the amount of $540,727.65. Mr. Bontrager supported the motion which passed by an all yea vote.

- Mr. Bontrager made motion to approve payroll from 09/08/25-09/21/25 in the amount of $496,177.62. Mrs. Knauff supported the motion which passed by an all yea vote.

27. **Nurse Bonus:** The total cost for the nurse bonus since the last payroll, presented at the previous meeting, is $4,000. Last time was $6,700.

28. **Night Shift Supervisor Premium:** The Administrator discussed the recent difficulty with fulfilling staffing support roles during night shift. She presented that an in-depth review has identified that comparable positions typically have a premium attached. She suggested adding a $4/hour premium to fulfill the urgent need for these positions.

- Mr. Bontrager made motion to approve the addition of a $4/hour night shift premium to the night shift supervisor positions (two total positions). Mrs. Civille supported the motion, which passed by an all yea vote.

29. **Theoria:** The Administrator presented a memo distributed by Theoria, which stated Theoria is undergoing a corporate reorganization. These changes will not affect provider services at Pleasant View.

30. **HR Information System:** At our previous Board meeting, it was approved by the Board to proceed with a new HR information system. After legal review, concerns were identified, and the agreement was never signed. New options for updated HR systems will be reviewed and presented to the Board.

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

32. **Water Softener System:** Mr. Smithingell discussed recent issues with our water softener system. An attached quote from Besco Water Treatment was presented to the group. It was confirmed that the repaired system will be able to handle the new expansion needs.

- Mrs. Civille made motion to approve the Besco Water Treatment repair, pending no lease, once our options are vetted. Mr. Bontrager supported the motion, which passed by an all yea.

33. **Quality Measure Report:** Mrs. Dowen presented the quality measure (CASPER) report.

34. **Marketing/PR:** Rachel Baldwin presented CRT information and the Marketing/PR updates for October.

35. **Activities:** The Administrator presented a list of activities planned for November 2025.

36. **Dietary:** Cheri Gokee reported an update from Dietary.

37. **Central Supply**: Tabitha Woodruff presented a summary for Central Supply.

38. **General IT update:** Michael Miller provided an IT update.

39. **Camera System:** The Administrator reminded the group that during last month's meeting, the Board approved to proceed with a new camera system. After the meeting, it was discovered that the cost of expanded camera system included licenses that will expire 3 years from the date of purchase, and the licenses were not part of the discounted pricing quoted by Rhombus. The licenses were removed from the overall cost, which brought the total to $331,552.17. The price for the licenses will be assessed when the cameras are brought online. The Administrator informed the group that the project timeline is being developed, with anticipation of project completion in November.

40. **Strategic Planning:** The Administrator discussed a formalized path for restructuring. Discussion occurred on broad outlines and strategic initiatives. Discussion took place on the restructuring of the HR department. Further details will be provided on an ongoing basis.

41. **Retention Credit:** Rob Silverblatt joined the board meeting virtually to discuss the most recent with our ERC credit. Pleasant Views case has been closed, and the facility has received an official closure letter. Mr. Silverblatt stated that our facility was among the first facilities to dispute this matter, and there are now 10 total facilities pursuing the ERC funds. Mr. Silverblatt stated that our case could be strengthened by the number of other facilities in the same situation. Mr. Silverblatt informed the group that we are currently in a waiting period, due to the government shutdown. Additional details will be disclosed at the next Board meeting.

42. **Next Meeting date:** Next meeting date November 21st, 2025 at 10:00am.

43. **Adjourn:** Mrs. Knauff made motion to adjourn the meeting. Mr. Bontrager supported the motion. The meeting adjourned at 11:54AM.

C Gnulla 11-21-25