Shiawassee County Health and Human Services Board Meeting Minutes

November 21st, 2025

Call to Order: Mrs. Civille called the meeting to order at 10:15AM.

The following were in attendance: Greg Bontrager (Board Member), Cindy Civille (Board Co-chair), Shana Espinoza (Administrator), Sandy Lamb (HR), Jeff Smithingell (Plant Operations), Cheri Gokee (Dietary), Rachel Baldwin (PR/Marketing), Kelly Knieper (Business Office Manager), Theresa Delau (DCO), Tabitha Woodruff (Central Supply), Michale Miller (IT), Kelly Bakousidis (DON), Erika Birchmeier (Activities), Phil Alt (CFO-Virtual), Jeff Gallant (ClarkHill), John O'Connor (Acrisure), DeAndre Harris (WNJ – Virtual), Cindy Garber (County), Ron Colvin (EFC), Bill Rogers (EFC)

1. **Employee Appreciation:** This month the team took a moment to extend our appreciation to Patrick Demello for his excellent nursing skills! He has a great sense of humor, great attitude, and is always problem solving when it comes to assisting our residents. Upon arrival to the facility, a resident was told by her friend that she would like it because of Patrick, and she said that he has lived up to that high expectation. Thank you for all that you do for our residents and staff!

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 of the minutes of the October 17th, 2025 DHHS board meeting. Mrs. Civille supported the motion, which passed by an all yea vote.
- Mr. Bontrager made motion to approve of the closed session minutes of the October 17th, 2025 DHHS board meeting. Mrs. Civille supported the motion, which passed by an all yea vote.

3. **Public Participation:** A resident who currently lives at Pleasant View was given 3 minutes to speak publicly to the DHHS Board.

4. **Expansion Update:** The Administrator discussed the most recent movement in our upcoming expansion. The Administrator stated that we are currently on track to be

approved for our 20 behavioral beds and will receive full approval in March of 2026. The Administrator reviewed a potential direct contract with Gross Construction for earthwork and sitework. The team then took a moment to review the most recent timeline for our expansion project, provided by Spence Brothers. Elite Facility Consultant (EFC) were present at the meeting and made introductions to the team. Groundbreaking ceremony options are being reviewed. Discussion occurred regarding the most recent floor plans, revisions and contingency information were provided by both Administrator and EFC. Discussion occurred on the Builders Risk Coverage from MMRMA.

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

- The meeting entered closed session at 10:26AM.
- The meeting exited closed session at 10:43AM.

6. **Return to Open Session:**

- Mr. Bontrager made motion to approve the contract with Gross Construction, as written. Mrs. Civille supported the motion which passed by an all yea vote.

- Mr. Bontrager made motion to approve the builders' risk coverage as presented, subject to legal counsel final approval, not to exceed $30,000. Mrs. Civille supported the motion which passed by an all yea vote.

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

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

8. **Accounts Payable:** The Administrator presented the check registers for 10/10/25, 10/24/25, and 11/07/25.

- Mr. Bontrager made motion to approve the payment of check register date of 10/10/25 in the amount of $600,742.01. Mrs. Civille supported the motion, which passed by an all yea vote.

- Mr. Bontrager made motion to approve the payment of check register date of 10/24/25 in the amount of $684,052.56. Mrs. Civille supported the motion, which passed by an all yea vote.

- Mr. Bontrager made motion to approve the payment of check register date of 11/07/25 in the amount of $499,545.92. Mrs. Civille supported the motion, which passed by an all yea vote.

9. **Occupancy Data:** Theresa Delau presented the occupancy data for September.

10. **Write-offs:** There were no write-off's to present this month.

11. **Write-offs less than $1000:** There were no write-off's to present this month.

12. **AR Reconciliation:** Kelly Knieper presented the AR reconciliation form. Discussion occurred.

13. **Community Relations Team (CRT) Funds Transfer:** The Administrator presented the CRT Funds Transfer. Discussion occurred.

14. **Star Rating with CMS:** The Administrator presented that the facility remains at a 5-star rating!

15. **State:** The Administrator presented that we have no outstanding FRI's.

16. **Updated Policies:** There were no updated policies to present this month.

17. **Physician Services Group:** The Administrator informed the group that there are no further updates at this time, but this will remain on the agenda as a placeholder.

18. **Dialysis:** Theresa Delau presented the census for dialysis, which is currently at 9.

19. **MMRMA Renewal:** The Administrator presented to the group the information from the facilities' MMRMA renewal. The renewal costs had an overall increase of 2.2%.

The Administrator also informed the group that there were no changes to coverage amounts, with small exceptions, which do not impact the operations of the facility. There was also a change to the deductible amount from $1,000 to $1,500. Phil Alt stated that an overall 2% increase remains a great value to the facility, as it provides professional coverage.

- Mr. Bontrager made motion to approve the MMRMA renewal for 2026 in the amount of $133,506. Mrs. Civille supported the motion which passed by an all yea vote.

20. **Incident/Accident report data:** Kelly Bakousidis gave commentary on the incident/accident report data from August 2025 through October 2025.

21. **HR Updates:** Sandy Lamb presented updates from the HR department for the month of November.

22. **HR Restructure:** Sandy Lamb presented a proposed plan for a restructuring of the HR department. This restructuring ties in with the upcoming expansion for the facility. Mrs. Lamb stated that additional staff would be recruited for the HR department, and that raising other HR employees would be of best interest for the future of the facility. Mr. Bontrager stated that this aligns with the expansion and will be necessary for future growth. Discussion took place on the current and potential organization of the HR department.

23. **Payroll:** Mrs. Lamb presented the payroll summaries for pay periods 9/22/25-10/05/25 and 10/06/25-10/19/25.

- Mr. Bontrager made motion to approve payroll from 9/22/25-10/05/25 in the amount of $495,591.76. Mrs. Civille supported the motion, which passed by an all yea vote.

- Mr. Bontrager made motion to approve payroll from 10/06/25-10/19/25 in the amount of $511,920.65. Mrs. Civille supported the motion, which passed by an all yea vote.

24. **Nurse Bonus:** The Administrator presented the total cost for the nurse bonus, which is $6,550. The nurse bonus is an incentive for emergency nursing needs.

25. **Performance and Wage Evaluation:** The Administrator informed the group that performance evaluations for non-union positions have begun. She stated that the review this year will not include the full market review with our compensation partner, Gallagher. Gallagher will be used for specific questions and needs. She also stated increases above a standard increase would be brought to the board for approval.

26. **Work Comp Renewal:** Mrs. Lamb presented the renewal for our work comp insurance and gave details. The renewal plan for 2026 is an overall reduction of 15.5% from our last renewal. Mrs. Lamb presented the renewal quote from Argent West Bend at $164,414.

- Mr. Bontrager made motion to approve the renewal with Argent West Bend at the cost of $164,414. Mrs. Civille supported the motion, which passed by an all yea vote.

27. **80/20 Insurance Option:** The Administrator presented the vote for the "80/20" cost sharing option, which is a required annual vote. Historically, the facility has chosen the 80/20 option.

- Mr. Bontrager made motion to adopt the 80/20 cost sharing option set forth in PA 152 for plan year 2026. Mrs. Civille supported the motion, which passed by an all yea vote.

28. **Plant Operation List**: Jeff Smithingell presented a list of updates related to plant operations for the month of November.

29. **Quality Measure Report:** Mrs. Delau presented the CASPER report and gave commentary.

30. **Marketing/PR:** Rachel Baldwin presented a list of marketing and PR updates for the month of November.

31. **Activities:** The group welcomed the new activities assistant director! The Administrator presented a general update for the activities department.

32. **Planned Activities:** The Administrator presented a list of planned activities for the month of December.

33. **Dietary:** Cheri Gokee presented a general update from the dietary department for the month of November.

34. **Central Supply:** Tabitha Woodruff presented a general Central Supply update for the month of November.

35. **IT:** Michael Miller presented a general IT update to the group for the month of November.

36. **Camera System:** Mr. Miller discussed the recent installation process of our Rhombus cameras.

37. **DayStarr:** Mr. Miller discussed the recent installation of our Rhombus cameras and the increased demand it has placed onto our wireless internet throughout the facility. Our current internet was running at 100M upload and needs to be at 300M upload. As a result, a contract with DayStarr was signed under emergency clause due to operational disruptions.

- Mr. Bontrager made motion to approve of the contract with Daystarr as written. Mrs. Civille supported the motion, which passed by an all yea vote.

38. **Strategic Planning:** The Administrator presented the most recent updates to the facilities' strategic planning and informed the group that work on this project is in continuation. Considerations for the expansion project, HR structure, and organizational chart have been the primary focus. There will be more updates to present in the future.

39. **Retention Credit:** The Administrator informed the group that K & L Gates are currently reviewing legal strategy and anticipating working with the DOJ as the next level. No lawsuit has been filed as of yet, though this will remain an option that will continually be assessed.

40. **Proposed Board Meeting Schedule:** The Administrator presented the DHHS Board Meeting schedule for 2026.

- Mr. Bontrager made motion to approve the 2026 Board Meeting schedule as written. Mrs. Civille supported the motion, which passed by an all yea vote.

41. **Proposed Conference Discussion:** The Administrator informed the board of an upcoming legislative conference in Washington, D.C., called the NACo (National Association of Counties) Legislative Conference. This conference will hold nearly 2,000 county officials in Washington, D.C. to discuss county-related policies and information. Scholarship opportunities will be explored. Discussion occurred regarding the Administrator attending this conference in February of 2026. There are also potential opportunities to connect with K & L Gates regarding the ERC. The Board stated that they supported the Administrator in attending this conference.

42. **Closed Session**: Mr. Bontrager made motion to enter closed session pursuant to Section 8(h) of the Michigan Open Meetings Act to discuss strategy connected with the negotiation of collective bargaining agreements. Mrs. Civille supported the motion which passed by an all yea vote.

- The meeting entered closed session at 12:07PM.
- The meeting exited closed session at 12:33PM.

43. **Union Negotiations:** The Administrator presented the tentative agreement between the nurses Union for wages and benefits. Discussion occurred regarding the proposal and rationale.

- Mr. Bontrager made motion to ratify the January 1st, 2026 reopener agreement as written for the Michigan AFSCME Council 25-local unit #3645, pending ratification vote as presented. Mrs. Civille supported the motion, which passed by an all yea vote.

44. **Insurance Benefits Renewal:** Mrs. Lamb and the Administrator presented a summary for insurance benefits renewal. The medical insurance renewal came in at approximately a 10.8% increase, yet a change to the proposed structure would cause a renewal reduction of 2.8%. John O' Connor, from Acrisure, was on site to explain and answer additional questions. Discussion occurred regarding renewal for Blue Cross, Voluntary Vision, Delta Dental, and Mutual of Omaha. Additional discussion occurred on the contract for FSA through Acrisure.

- Mr. Bontrager made motion to approve the renewal for Blue Cross, Voluntary Vision, Delta Dental, and Mutual of Omaha as presented. Mrs. Civille supported the motion, which passed by an all yea vote.

- Mr. Bontrager made motion to approve the contract for FSA through Acrisure, pending legal review. Mrs. Civille supported the motion, which passed by an all yea vote.

45. **Budget for 2026:** Mrs. Knieper presented the budget proposal for 2026. Discussion occurred.

- Mr. Bontrager made motion to approve the 2026 annual operating budget. Mrs. Civille supported the motion, which passed by an all yea vote.

46. **Next Meeting Date:** The next Board meeting will take place on December 19th, 2025 at 10AM.

47. **Adjourn:** Mr. Bontrager made motion to adjourn the meeting. Mrs. Civille supported the motion. The meeting was adjourned at 1:11PM.

Linda Knauff