Shiawassee County Health and Human Services Board Meeting Minutes

December 19th, 2025

Call to Order: Mrs. Knauff called the meeting to order at 10:06AM.

The following were in attendance: Londa Knauff (Board Chair), 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), Michael Miller (IT), Kelly Bakousidis (DON),Erika Tomac (Activities Director), Erika Birchmeier (Activities), Phil Alt (CFO-Virtual), Cindy Garber (County), Ron Colvin (EFC), Bill Rogers (EFC), Andrew Pike (EFC), Chad Dean (Spence), Jake Golden (Spence), Jon Carolin (Spence)

1. **Excuse Londa Knauff's absence from the November 21st, 2025 meeting:**

   - Mr. Bontrager made motion to excuse Londa Knauff's absence from the November 21st, 2025 DHHS Board Meeting. Mrs. Civille supported the motion. Londa Knauff abstained from this vote.

2. **Appreciation Minute:** The team took a moment to recognize our HR department! From supporting our staff through day-to-day challenges to navigating staffing needs, they consistently rise to the task. Their work often happens behind the scenes but does not go unnoticed. Thank you for all that you do!

3. **Approval of the Pleasant View Shiawassee County Medical Care Facility/Shiawassee County Department of Health and human Services Board Meeting Minutes:**

   - Mrs. Civille made motion to approve the minutes of the November 21st, 2025 board meeting. Mr. Bontrager supported the motion, which passed by an all yea vote.

- Mr. Bontrager made motion to approve the first closed session minutes of the November 21st, 2025 board meeting. Mrs. Civille supported the motion, which passed by an all yea vote.

- Mrs. Civille made motion to approve the second closed session minutes of the November 21st, 2025 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 informed the group that the application for the additional 20 memory care beds has been submitted and review is underway. The application is complete with an approval date expected on March 3rd. The groundbreaking ceremony occurred on December 3rd. Construction walkthroughs with the public are being planned for Spring of 2026 to view progress. The Administrator informed the group that Chad Dean, our construction superintendent, has been promoted and will be replaced by Jon Carolin. Chad will still stay on the project one day a week to supervise construction and will attend monthly board meetings to give updates on their progress. The Administrator stated that Ed Spence and Jake Golden met with the Administrator to ensure the plan for Chad's succession was sufficient. Chad Dean and Jon Carolin were present to answer any questions and discuss expansion needs. The Administrator presented that cost saving has been identified in not needing to relocate an existing power line near our proposed construction site. The Administrator also presented that there has been a gas line identified under our proposed construction site, and will need to be relocated to continue construction. Spence will be in contact with Consumers Energy to assist in the relocation of this line. Temporary parking was also addressed by the Administrator. The project currently remains on track with anticipated completion in Spring of 2027.

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

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

7. **Accounts Payable:** The Administrator presented the check registers for 08/18/25, 10/30/25, 11/21/25, and 12/05/25.

   - Mr. Bontrager made motion to approve payment of check register date of 8/18/25 for the bond activity in the amount of $72,550.00. Mrs. Civille supported the motion, which passed by an all yea vote.

   - Mrs. Civille made motion to approve payment of check register date of 10/30/25 for the bond activity in the amount of $20,900.00. Mr. Bontrager supported the motion, which passed by an all yea vote.

   - Mr. Bontrager made motion to approve payment of check register date of 11/21/25 in the amount of $718,612.06. Mrs. Civille supported the motion, which passed by an all yea vote.

   - Mrs. Civille made motion to approve payment of check register date of 12/05/25 in the amount of $549,350.67. Mr. Bontrager supported the motion, which passed by an all yea vote.

8. **Occupancy Data:** Theresa Delau presented the occupancy data. The census for dialysis was at 10 at the time of the meeting.

9. **Write-Off's:** Kelly Knieper presented the write-off's, which totaled $5,416. Discussion occurred.

   - Mrs. Civille made motion to approve the write-offs as written totaling $5,416. Mr. Bontrager supported the motion, which passed by an all yea vote.

10. **Write-Off's less than $1000:** Kelly Knieper presented the write-offs less than $1,000. Discussion occurred.

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

12. **Additional Funding of Pension Liability:** A recommendation of a $3 million excess contribution payment to the pension was made. At the most recent actuarial valuation (12/31/2024), the MCF divisions of the Shiawassee County MEDS pension plan was $5,018,384 under funded with a funded status of 91.9%. Discussion occurred surrounding days cash on hand and the facilities financial status.

    - Mr. Bontrager made motion to approve of the additional pension funding of $3 million dollars by the end of year 2025. Mrs. Civille supported the motion, which passed by an all yea vote.

13. **Star Rating with CMS**: Kelly Bakousidis presented that the facility still remains at a 5-star rating!

14. **State:** We have no outstanding FRI's at this time.

15. **Updated Policies and Contracts:** The Administrator presented a renewal agreement from Lebenbom and Rothman Consulting. The Administrator stated that the renewal of this agreement would not have an increased cost and would have the same number of allocated hours. It was noted that consultant status with the group was protected under the contract of interest disclosure of legal review.

16. **Physician Services Group:** The physician services group arrangement is still being reviewed. No further updates were presented at the meeting.

17. **Dialysis:** Mrs. Bakousidis presented the current dialysis census, which is at 10.

18. **Incident/Accident Report Data:** Kelly Bakousidis presented the incident/accident report data for the months of September 2025 through November 2025.

19. **HR Updates:** Sandy Lamb presented updates from the HR department for the month of December.

20. **Payroll:** Mrs. Lamb presented the payroll summaries for pay periods 10/20/25-11/02/25 and 11/03/25-11/29/25.

- Mr. Bontrager made motion to approve payroll from 10/20/25-11/02/25 in the amount of $492,569.53. Mrs. Civille supported the motion, which passed by an all yea vote.

- Mrs. Civille made motion to approve payroll from 11/03/25-11/29/25 in the amount of $515,502.70. Mr. Bontrager supported the motion, which passed by an all yea vote.

21. **Bonus:** The Administrator presented the total cost for the nurse's bonus since the last payroll, presented at the previous meeting, is $6,300. Last time was $6,550. We have also had to utilize our emergency bonus structure for the certified nurse aides. This amount has totaled $2,920. Last time it totaled $320. Discussion occurred.

22. **Restructure:** Mrs. Lamb presented a proposed structure to redefine the HR department. This plan included an outline of proposed structures, job descriptions and wage information. Discussion surrounding comparable structures is to be notated.

    - Mr. Bontrager made motion to approve the structure of the Workforce Engagement Department, as written, effective January 1st, 2026. Mrs. Civille supported the motion, which passed by an all yea vote.

23. **Performance and Wage Evaluation:** The Administrator presented the proposed non-union compensation scale for 2026. This year included a review of wages by the Administrator and HR, and our compensation partner supported some position and scale reviews. The Administrator informed the group that there were no adjustments greater than 10% to the wage scale. The team reviewed the wage scale. It was noted that this scale is reflective of wages that are fair and consistent with the compensation philosophy, the average wage for comparable jobs, and the performance of the individual.

    - Mr. Bontrager made motion to approve the 2026 non-union wage scale as written. Mrs. Civille supported the motion, which passed by an all yea vote.

24. **Union Negotiations:** The Administrator informed the group that Union negotiations are complete for both the general unit and the nursing unit, and we have reached an agreement with both units. Discussion occurred regarding the proposal and rationale for the general unit.

    - Mr. Bontrager made motion to ratify the January 1st, 2026 reopener agreement as written for Michigan AFSCME Council 25-local unit #1059. Mrs. Civille supported the motion, which passed by an all yea vote.

25. **Electrical Filters**: Mr. Smithingell and the Administrator presented and discussed a proposal for Tune electrical filters. These devices reduce heat and disruptive noise in the electrical system by smoothing out the signal, and creates more efficient use of electricity, reducing cost and extending life of equipment. The total cost for the devices is $27,980. There will be additional labor cost charges to install at a not to exceed cost of $2,500.

    - Mrs. Civille made motion to approve 20 electrical filters as written. Mr. Bontrager supported the motion, which passed by an all yea vote.

26. **Plant Operation List:** Mr. Smithingell discussed plant operations updates.

27. **Quality Measure Report:** Mrs. Bakousidis discussed the quality measure (CASPER) report. Discussion occurred.

28. **Marketing/PR Updates:** Rachel Baldwin presented marketing/PR updates for the month of December.

29. **Activities General Update:** Erika Tomac presented general updates from the activities department.

30. **Planned Activities:** Mrs. Tomac presented the planned activities for January.

31. **Dietary Updates:** Cheri Gokee presented updates from the dietary department for December.

32. **Central Supply Update:** Tabitha Woodruff presented the Central Supply updates for the month of December.

33. **IT Updates:** Michael Miller presented the IT updates for the month of December.

34. **Strategic Planning:** The Administrator presented a complete strategic plan outline for the facility. This focus is to allow us to be prepared for future considerations tied to goals being set through strategic initiatives. Discussion occurred on development of scorecards to measure metrics as well as working on a new Mission and Vision statement. Further details will be provided in an ongoing basis.

35. **Retention Credit:** The Administrator presented that K&L continues to review legal strategy in anticipation of working with the DOJ as the next level. The Administrator informed the group that there are two other nursing facilities that have been re-offered the 80% settlement. K&L Gates are continuing to assess how this could affect other facilities. At this time, a lawsuit has not been filed through our facility.

36. **Next Meeting Date:** January 16th, 2026 at 10AM.

37. **Adjourn:** Mr. Bontrager made motion to adjourn. Mrs. Civille supported the motion, which passed by an all yea vote. The meeting was adjourned at 11:49AM.

Londa Knauff