Shiawassee County Health and Human Services Board Meeting Minutes

January 16th, 2026

Call to Order: Mrs. Knauff called the meeting to order at 2:09PM.

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), Jackie Grams (Dietary), Rachel Baldwin (PR/Marketing), Kelly Knieper (Business Office Manager), Theresa Delau (DCO- Virtual), Tabitha Woodruff (Central Supply), Michael Miller (IT), Kelly Bakousidis (DON), Erika Tomac (Activities Director), Erika Birchmeier (Activities), Phil Alt (CFO-Virtual), Cindy Garber (County), Andrew Pike (EFC), Chad Dean (Spence), Jake Golden (Spence), Jon Carolin (Spence), Vince Drumright (Spence), John Malzarek (CLA- Virtual)

1. **Appreciation Minute:** The team took a moment to recognize a vital pillar of our facility: Our DHHS Board! Your dedicated efforts to provide the community with a top-notch facility do not go unnoticed. Thank you for the service you provide to the community and to our residents and staff. We appreciate all that you do!

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 December 19th, 2025 board meeting. Mrs. Civille supported the motion which passed by an all yea vote.

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

4. **Conflict of Interest Disclosure Statement:** The Administrator presented the yearly conflict of interest forms for the year. Administrator, members of management and Board members will have this document signed and reviewed.

5. **Expansion Update:** The Administrator presented recent construction updates, which included: work on the parking lot, temporary parking lot, garage, footings, and preparation for plumbing. Chad Dean, our previous project manager, has been promoted to Superintendent but still remains on site at Pleasant View 1 day a week and plans to attend monthly meetings. Jon Carolin was present to discuss any new updates. The savings for the powerline are yet to be determined and work is ongoing. Representatives from Spence informed the group that an underground gas line must be relocated, with the assistance of Consumer Energy. There may potentially be no cost to moving this line with Consumers, as we are already customers. Internal renovations discussion will begin soon. Spence Brother noted that we are on track with schedule and budget.

6. **Audit Planning Discussion:** John Malzarek from Clifton Larson Allen was present virtually to discuss audit planning. Mr. Malzarek gave an opportunity for discussion or any additional input. John presented the audit timeline. Mr. Malzarek stated that we are on a similar timeline to last year, with the full audit being presented the week of February 16th. CLA will plan on reviewing again in March to cover any missed items, and they will provide the completed report in April. John presented an industry update as well as the new GASB standards for the year end of 2025. Mr. Malzarek discussed the OBBB, and potential impacts, as each state will have different approaches to OBBB standards. Commentary was given that the OBBB may also change referral patterns. Medicare advantage was discussed.

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

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

8. **Reserve Cash Activity:** Phil Alt (CFO) reported that in order to support operating case needs, primarily for the funding of the $3 million excess contribution to MERS,

$1.5 million was liquidated from the reserve cash account held through the County with Michigan CLASS. Discussion occurred.

9. **Accounts Payable:** The Administrator presented the check registers for 12/19/25, 01/02/26, and 01/02/26 (Bond activity). The Board inquired about the construction being on time and on budget, which was confirmed.

   - Mr. Bontrager made motion to approve payment of check register date of 12/19/25 in the amount of $800,666.97. Mrs. Civille supported the motion, which passed by an all yea vote.

   - Mrs. Civille made motion to approve payment of check register date of 01/02/26 in the amount of $3,353,508.04. Mr. Bontrager supported the motion, which passed by an all yea vote.

   - Mr. Bontrager made motion to approve payment of (bond) check register date of 01/02/26 in the amount of $204,726.38. Mrs. Civille supported the motion, which passed by an all yea vote.

10. **Occupancy Data:** Kelly Bakousidis (Director of Nursing) presented the occupancy data for the month of November. Our current census is at 135. The demand to be in PV continues!

11. **Write-Off's:** Kelly Knieper (Financial Director) presented the write-off's, which totaled $11,848. Discussion occurred.

    - Mrs. Civille made motion to approve the write-offs as written totaling $11,848. Mr. Bontrager supported the motion, which passed by an all yea vote.

12. **Write-Off's less than $1000:** Financial Director presented the write-offs with less than $1,000. Discussion occurred.

13. **AR Reconciliation:** Financial Director presented the AR reconciliation form. Discussion occurred.

14. **Medicaid Outstation Worker Quarterly Report:** Financial Director presented the Outstation Worker Quarterly Report. Discussion occurred.

15. **Corporate Compliance:** Erin Kelley (Corporate Compliance Officer) was in attendance to present the corporate compliance program plan. It was reported that there were no reports for this quarter. The Board asked if there was anything additional, including program changes or any concerns. Mrs. Kelley stated that there was nothing additional to add.

16. **Star Rating with CMS:** The Administrator presented that the facility remains at a 5-star rating! Discussion arose regarding regulation changes that have the potential to change some of our current regulations that we are required to follow. We are currently taking a proactive approach to prepare for changes.

17. **State:** Director of Nursing presented that we have no outstanding FRI's at this time. A recent FRI was desk reviewed and closed.

18. **Updated Policies and Contracts:** No policies or contracts were presented at this meeting.

19. **Physician Services Group:** The physician services group arrangement is still being reviewed. Updates were presented at the meeting. Further discussion will occur in February.

20. **Dialysis:** Director of Nursing presented the current dialysis census, which is at 11.

21. **Incident/Accident Report Data:** Director of Nursing presented the incident/accident report data for the months of October 2025 through December 2025.

22. **Workforce Engagement Updates:** Sandy Lamb (Workforce Engagement Director) presented updates from the WE department for the month of January. Discussion occurred regarding interviews, MiWorks, working with potential community staff members, and a new system for employees to review time sheets and pay. WE will have proposals from other pay companies next week and will present them at the February board meeting. Discussion of employee retention and hiring occurred.

23. Payroll: WE Director presented the payroll summaries for pay periods 11/17/25-11/30/25, 12/01/25-12/14/25 and 12/15/25-12/28/25.

- Mr. Bontrager made motion to approve payroll from 11/17/25-11/30/25 in the amount of $664,614.42. Mrs. Civille supported the motion, which passed by an all yea.
- Mrs. Civille made motion to approve payroll from 12/01/25-12/14/25 in the amount of $501,574.23. Mr. Bontrager supported the motion, which passed by an all yea.
- Mr. Bontrager made motion to approve payroll from 12/15/25-12/28/25 in the amount of $544,281.78. Mrs. Civille supported the motion, which passed by an all yea.

24. Bonus: The Administrator presented the total cost for the nurse bonus since the last payroll, presented at the previous meeting, is $8,400. Last time was $6,300. We have also had to utilize our emergency bonus structure for the certified nurse aides. This amount has totaled $1,840. Last time it totaled $2,920. Discussion occurred.

25. Plant Operation List: Jeff Smithingell (Plant Operations Director) discussed plant operations updates.

26. Quality Measure Report: Director of Nursing discussed the quality measure (CASPER) report. Discussion occurred.

27. Resident Lift Purchase: The Administrator and Plant Operations Director presented a quote for new resident lifts. The quote reflected 3 machines, but the need is for 7 at a total cost of $51,822.82. This was a budgeted item, but only for 3 of the machines. The additional need was identified recently after the budget was set. These devices will be under warranty, and we will have ARJO perform inspections. Discussion occurred regarding budgeting lifts in the future.

- Mrs. Civille made motion to approve the purchase of 7 resident move lifts in the amount of $51,822.82. Mr. Bontrager supported the motion, which passed by an all yea vote.

28. **Marketing/PR Updates:** Rachel Baldwin (Marketing Director) presented marketing/PR updates for the month of January.

29. **Activities General Update:** Activities Director presented general updates from the activities department for the month of February.

30. **Planned Activities:** Activities Director presented the planned activities for February.

31. **Dietary Updates:** Jackie Grams (CDM) presented updates from the dietary department for January.

32. **Central Supply Update:** Central Supply Director presented the Central Supply updates for the month of January.

33. **IT Updates:** Michael Miller (IT Team Lead) presented the IT updates for the month of January with commentary from the Administrator.

34. **Strategic Planning:** Director of Clinical Operations presented a visual strategic initiative for quality and safety. Mission/Vision meetings will start next week with the entirety of the department head team. Expansion planning and organizational chart review will continue to occur. The DCO stated that a subcommittee will be formed at our QA meetings to set forth these changes throughout the facility. Many process/documentation changes will occur. Periodical progress will be presented to the board. Discussion occurred on the standards set by Pleasant View, and the positive impact we have on our community.

35. **Retention Credit:** The Administrator presented that 6 homes have now reached the 80 percent settlement. K&L Gates is assessing re-approaching the appeal level regarding our facility. No lawsuit has been established by Pleasant View at this point. Discussion occurred. Future discussion will be presented to the Board. K&L Gates has discussed 340B with Pleasant View, and K&L believe they may be able to assist with this. Discussion regarding 340B occurred.

36. **Closed Session:** Closed session under Michigan OMA Section 8(a) for the purpose of conducting a periodic personnel evaluation of Shana Espinoza, at her request.

    - Mr. Bontrager made motion that the Board meet in closed session pursuant to Section 8(a) for the purpose of conducting a periodic personnel evaluation of Shana Espinoza (per her request). Mrs. Civille supported the motion, which passed by an all yea vote.

37. **Next Meeting Date:** February 20th, 2026 at 10AM.

38. **Adjourn:** Mrs. Civille made motion to adjourn the meeting. Mr. Bontrager supported the motion. The meeting adjourned at 4:49PM

2-27-26