Shiawassee County Health and Human Services Board Meeting Minutes

March 20th, 2026

Call to Order: Mrs. Civille called the meeting to order at 10:12AM.

The following were in attendance: Greg Bontrager (Board Member), Cindy Civille (Board Co-chair), Shana Espinoza (Administrator), Sandy Lamb (WE), Jeff Smithingell (Plant Operations), Cheri Gokee (Dietary), Rachel Baldwin (PR/Marketing), Kelly Knieper (Financial Director), Theresa Delau (DCO), Tabitha Woodruff (Central Supply), Michael Miller (IT), Kelly Bakousidis (DON), Erika Tomac (Activities), Phil Alt (CFO-Virtual), Cindy Garber (County), Andrew Pike (EFC), Chad Dean (Spence), Jake Golden (Spence), Jon Carolin (Spence), Vince Drumright (Spence), Rob Silverblatt (K&L Gates- Virtual), Jeff Gallant (Clarkhill-Virtual)

1. **Appreciation Minute:** The team took a moment to celebrate the reliable services of our Laundry Department! Their attention to detail and passion for creating a safe and clean environment for our residents does not go unnoticed. The team members of laundry are willing to assist other departments, creating a team-focused culture that improves our facility. The Board recognized the importance of the laundry department and thanked them for their service.
2. **Motion to approve the absence of Londa Knauff (Board Chair) from the Pleasant View Shiawassee County Medical Care Facility/Shiawassee County Department of Health and Human Services Board Meeting:**

   - Mrs. Civille made motion to approve the absence of Londa Knauff for the board meeting. Mr. Bontrager 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 Board Meeting Minutes:**

   - Mrs. Civille made motion to approve the minutes of the February 27th, 2026 board meeting. Mr. Bontrager supported the motion which passed by an all yea vote.

4. **Approval of the Pleasant View Shiawassee County Medical Care Facility/Shiawassee County Department of Health and Human Services Board Closed Session Meeting Minutes:**

   - Mrs. Civille made motion to approve the first closed session minutes of the February 27th, 2026 board meeting. Mr. Bontrager supported the motion which passed by an all yea vote.

   - Mrs. Civille made motion to approve the second closed session minutes of the February 27th, 2026 board meeting. Mr. Bontrager supported the motion which passed by an all yea vote.

   - Mrs. Civille made motion to approve the third closed session minutes of the February 27th, 2026 board meeting. Mr. Bontrager supported the motion which passed by an all yea vote.

5. **Public Participation:** No public participation occurred.
6. **Expansion Update:** The Administrator presented the most recent updates for Pleasant Views expansion. The CON for 20 high-occupancy beds has been approved. The application for 20 behavioral (memory care) beds has been accepted, and we are currently waiting on the final approval letter. The Administrator stated that phase one of renovations is nearing completion with phase two starting in the upcoming weeks, which will temporarily move therapy to Safe Havens living room and the newly built Board Room (Administrator's previous office). The Administrator discussed the temporary wall which is being built on the Safe Havens living room as a boundary for Therapy to utilize while internal renovations are completed. It was noted that the owners' contingency fund will be utilized to pay for the temporary wall. The Administrator then discussed the sequence of renovations for the facility and their estimated times of completion. The Administrator informed the group that on April 21st, 2026, there will be a temporary shutdown of gas services to move the existing gas line out of the way of construction. Plant Operations Director stated measures will be taken prior to this to ensure operational services have minimal disruptions, as many services will be offline temporarily during this move.
   Administrator stated that the low voltage RFP has begun. A special meeting may be requested for final approval of our selection before our scheduled April board

meeting. It was stated that at this point we are reviewing our quotes received from two candidates, with reviews from both Plant Operations Director and IT Team Lead. The Administrator presented the construction contingency report. This report will be brought forward monthly to identify any usage of the construction contingency. Vince Drumright, Chad Dean and Jake Golden were present to discuss updates from Spence regarding construction. Representatives from Spence touched base on parking lot updates, garage updates and steel work. The project remains on track with an anticipated completion of Spring 2027.

7. **Construction Check Register**: For the payment of accounts payable for check register date 02/27/26 for the bond activity in the amount of $197,247.07.

    - Mrs. Civille made motion to approve the payment of check register date of 02/27/26 for the bond activity in the amount of $197,247.07. Mr. Bontrager supported the motion which passed by an all yea vote.

8. **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 10:35AM
    - The meeting exited closed session at 10:49AM

9. **Financial Report:** Phil Alt was present virtually to discuss the January 2026 financial report. Discussion occurred regarding funds and cash reserves in relation to the expansion and potential future expansions.

    - Mr. Bontrager made motion to approve the unaudited January 2026 financials. Mrs. Civille supported the motion, which passed by an all yea vote.

10. **Accounts Payable:** The Administrator presented the check registers for the pay period dated 02/13/26 and 02/27/26.

- Mr. Bontrager made motion to approve payment of accounts payable for check register date 02/13/26 for the period of 01/31/26-02/13/26 in the amount of $794,867.16. Mrs. Civille supported the motion which passed by an all yea vote.

- Mr. Bontrager made motion to approve payment of accounts payable for check register date 02/27/26 for the period of 02/14/26-02/27/26 in the amount of $440,536.10 . Mrs. Civille supported the motion which passed by an all yea vote.

11. **Occupancy Data:** Director of Nursing presented the occupancy data for the month of January. Our current census is at 133, with 2 residents at the hospital and a census of 9 for dialysis.
12. **Write-Off's:** None to present this month.
13. **Write-Off's less than $1000:** None to present this month.
14. **AR Reconciliation:** Financial Director presented the AR reconciliation form. Discussion occurred.
15. **Star Rating with CMS**: The Director of Clinical Operations presented that the facility remains at a 5-star rating!
16. **State:** Director of Clinical Operations presented that we have 6 outstanding FRI's as of today. Discussion occurred on safety measures for residents and considerations for discharge reasons.
17. **Involuntary Discharge:** An update was given from Director of Clinical Operations on the involuntary discharge process. Discussion occurred.
18. **Updated Policies and Contracts:** No policies or contracts were presented at this meeting.
19. **Dialysis:** Director of Nursing presented the current dialysis census, which is at 9.
20. **BCBS:** The Administrator presented updates on the potential impacts that could occur for medical insurance for the PV staff as it relates to BCBS and Michigan Medicine. The Administrator reported that a call with Acrisure is being set up to discuss the situation and find answers.
21. **SEDP:** The Administrator stated that after much review, discussion with outside partners, and opportunity assessment, it is recommended to partner with the SEDP for one year at the Executive Level. The cost will be $2,500 for the year, and reassessment for year two will occur before re-signing an additional year. Discussion occurred.

    - Mr. Bontrager made motion to approve the SEDP contract for one year as written. Mrs. Civille supported the motion which passed by an all yea vote.

22. **Incident/Accident Report Data:** Director of Nursing presented the incident/accident report data for the months of December 2025 through February 2026.
23. **Workforce Engagement Updates:** Workforce Engagement Director presented updates from the WE department for the month of March.
24. **Payroll:** WE Director presented the payroll summaries for pay periods 01/26/26-02/08/26 and 02/09/26-02/22/26.

    - Mr. Bontrager made motion to approve payroll from 01/26/26-02/08/26 in the amount of $534,647.31. Mrs. Civille supported the motion which passed by an all yea vote.

    - Mr. Bontrager made motion to approve payroll from 02/09/26-02/22/26 in the amount of $551,848.82. Mrs. Civille supported the motion which passed by an all yea vote.

25. **Bonus:** The Administrator presented the total cost for the nurse bonus since the last payroll presented at the previous meeting is $5,000. Last time was $0. We have also had to utilize our emergency bonus structure for the certified nurse aides. This amount has totaled $360. Last time it totaled $2,620. Discussion occurred.
26. **Expansion Staffing Needs:** The Administrator stated that the team is working on assessing workflow and operations to finalize staff needs to successfully open and operate the new expansion in 2027. The Administrator stated that this will be presented in April.
27. **Ice Machine Replacement:** Plant Operations Director presented a quote for four ice machines that the facility needs and were budgeted.

    - Mr. Bontrager made motion to approve the purchase of 4 ice machines as written. Mrs. Civille supported the motion which passed by an all yea vote.

28. **Plant Operation List:** Plant Operations Director discussed plant operations updates.
29. **Quality Measure Report:** Director of Clinical Operations discussed the quality measure (CASPER) report. Discussion occurred.
30. **Marketing/PR Updates:** Marketing Director presented marketing/PR updates for the month of March.

31. **Activities General Update:** Activities Director presented general updates from the activities department for the month of March.
32. **Planned Activities:** Activities Director presented the planned activities for April.
33. **Dietary Updates:** Dietary Director presented updates from the dietary department for March. Discussion occurred.
34. **Central Supply Update:** Central Supply Director presented the Central Supply updates for the month of March. Discussion occurred.
35. **IT Updates:** Michael Miller (IT Team Lead) presented the IT updates for the month of March.
36. **NACo/NACHFa Conference:** Administrator discussed her recent trip to Washington DC for the NACo/NACHFa conference. Administrator gave thanks to County Commissioner Garber for her partnership with the Administrator during this conference. Administrator stated that the next NACHFa conference is in July of 2026 and will take place in Louisiana. The Board stated they would like the Administrator to attend this, and future conferences, as it is in the best interest of Pleasant View. The information provided in these conferences supports every area of operations in existence and those to come.
37. **Strategic Planning:** Administrator and Workforce Engagement Director presented that work has begun on the 4 strategic initiatives. Discussion occurred on the efforts of the team to draft a new Mission Vision statement. The draft mission statement was presented to the Board. Discussion occurred on the high standards that Pleasant View has maintained as the premier destination for skilled nursing facilities.
38. **Retention Credit:** Administrator presented an update on the retention credit.
39. **Second Closed Session:** Mr. Bontrager made motion that the Board meet in closed session pursuant to Section 8(h) to discuss confidential communication from legal counsel. Mrs. Civille supported the motion, which passed by an all yea vote.

- The meeting entered closed session at 12:11PM.
- The meeting exited closed session at 12:23PM.

40. **ERC Litigation:** Mr. Bontrager made motion to proceed with the lawsuit phase of the ERC. Mrs. Civille supported the motion which passed by an all yea vote.
41. **Next Meeting Date:** April 17th, 2026 at 10AM.

42. **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 1:07PM.