Shiawassee County Health and Human Services Board Meeting Minutes

May 15th, 2026

Call to Order: Mrs. Knauff called the meeting to order at 10:01AM.

The following were in attendance: Londa Knauff (Board Chair), Greg Bontrager (Board Member), Cindy Civille (Board Co-chair), Shana Espinoza (Administrator), Sandy Lamb (Workforce Engagement), Jeff Smithingell (Plant Operations), Cheri Gokee (Dietary), Rachel Baldwin (PR/Marketing), Kelly Knieper (Financial Director), Theresa Delau (Director of Clinical Operations), Tabitha Woodruff (Central Supply), Michael Miller (IT), Kelly Bakousidis (DON), Erika Tomac (Activities Director), Phil Alt (Contracted CFO- Virtual), Eric Ross (Administrative Assistant), Andrew Pike (EFC), Bill Rogers (EFC), Chad Dean (Spence Brothers), Vince Drumright (Spence Brothers)

1. **Appreciation Minute:** This month the team would like to show their appreciation to Christa Roberts, Social Services Team Lead! Christa continually displays dedication and compassion, even through difficult situations. She is a great asset to the PV team, and we are thankful for her services. Thank you, Christa!
2. **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 of the minutes of the April 17th, 2026, 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 Closed Session Board Meeting Minutes:**

- *Mr. Bontrager made motion to approve of the closed session minutes of the April 17th, 2026, board meeting. Mrs. Civille supported the motion, which passed by an all yea vote.*

4. **Public Participation:** No public participation occurred.
5. **Expansion Update:** The Administrator discussed the most recent updates from Pleasant View's expansion. Administrator stated that the renovations continue inside the building and phase one is complete. The group was informed by the Administrator that phase two of the expansion project has begun. The Administrator discussed the recent gas and electrical line relocations, which were stated to have occurred in the weeks prior. Administrator discussed the facilities generator system, which was proven to be efficient during our gas and electrical line relocations. The garage expansion is nearing completion, with an estimated finish date of June 11th, pending the arrival of the doors. The Gas Disruption Emergency that occurred on 4/8/26 was discussed. Costs and payments regarding this event will be discussed at a future Board meeting.

Construction Contingency report was presented by the Administrator and discussed. The Owner's Contingency was presented to Board and discussed. Administrator stated that there has been no changes to the Owner's Contingency. The Administrator stated that the Owner's Contingency report has expanded to include FF&E/Signage. Discussion occurred on FF&E voting for purchases. The Administrator stated she would like to have votes for FF&E occur in the same manner Owner's Contingency. The Board stated they agree with this format of voting.

Administrator stated the Low Voltage contract is still being finalized with legal and we anticipate to sign next week.

Bill Rogers and Andrew Pike, both from EFC, were present and discussed the Low Voltage contract. Mr. Rogers stated that the contract through Smart Homes for Low Voltage is close to being finalized.

Vince Drumright and Chad Dean, both from Spence Brothers, were present to discuss construction updates. Mr. Drumright stated that construction progress is currently on track. Mr. Drumright gave updates on concrete pouring and wall framing. Curbs, gutters and asphalt were stated to begin in the coming weeks.

6. **Construction Check Register:** Administrator presented the construction check register with date of 04/30/26 for the bond activity in the amount of $301,318.18.

- *Mrs. Civille made motion to approve the payment of check register date 04/30/26 for the bond activity in the amount of $301,318.18. Mr. Bontrager supported the motion which passed by an all yea vote.*

7. **ELA:** The Administrator presented that discussions have occurred with ELA for additional fees in the amount of $15,000. Final amendment has been completed and signed by both parties. We have received a receipt for invoice, and payment is currently being processed. The Administrator stated that there could potentially be more items to address in the future. The Administrator discussed the upcoming meeting, which will have the attendance of all construction parties, including: ELA, EFC, Spence, and Pleasant View. It was stated that the intention of this meeting is to flush out all potential conflicting construction items. The Board stated that prior inconsistencies may have influenced our current construction-related issues. The Administrator stated she will keep the Board fully informed through this process.

8. **Final 2025 Financial Statements:** Phil Alt (CFO) was present virtually to discuss the final 2025 financial statements. The Board inquired as to whether there was anything else to present relating to the final financial statements. CFO stated no, and that these financial statements are consistent to what was presented prior.

- *Mr. Bontrager made motion to accept the internal financial reports that tie out to the 2025 audited financial statements. Mrs. Civille supported the motion which passed by an all yea vote.*

9. **Financial Report:** CFO presented the March 2026 unaudited financial statements, including the summarized balance sheet, income statement, and month-end recap. Discussion occurred.

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

10. **Accounts Payable:** The Administrator presented the check registers for the pay period dated 03/28/26-04/10/26 and 04/11/26-04/24/26.

- *Mr. Bontrager made motion to approve payment of check register date of 04/10/26 in the amount of $619,097.87. Mrs. Civille supported the motion which passed by an all yea vote.*
- *Mrs. Civille made motion to approve payment of check register date of 04/24/26 in the amount of $452,378.64. Mr. Bontrager supported the motion which passed by an all yea vote.*

11. **Occupancy Data:** Administrator discussed recent discharges and admissions. Discussion occurred regarding efficiency in our admission process. Our current census was discussed and was stated at 135 with 1 being discharged.
12. **Write-Off's:** There were no write-off's to present for this month.
13. **Write-Off's Less Than $1000:** Financial Director discussed the write-off less than $1000. Discussion occurred.
14. **AR Reconciliation:** Financial Director presented the AR reconciliation form. Financial director stated that we have no outstanding balances and at this time, everything has been collected. Discussion occurred.
15. **Community Relations Team (CRT) Funds Transfer:** Marketing Director presented the CRT funds transfer, which shows the summary of CRT expenses for January 2026 through March 2026. Discussion occurred.
16. **MOE (Maintenance of Effort):** Administrator presented the MOE payment. CFO was present to discuss the MOE payment. CFO stated that the payment was an unexpected payment, but Pleasant View and the gains overall outweigh this payment. The Board asked if the facility will be aware of the MOE payments in the future, and CFO stated that yes, the facility will be aware of these MOE payments in the future.
17. **Star Rating with CMS:** We remain at a 5-star! We continue to follow the star system rating, and any changes that are made.
18. **State:** Administrator stated that we currently have 9 outstanding FRI's and that we are also currently in our annual survey window. DCO discussed the specifics of the FRI's. Discussion occurred.
19. **Involuntary Discharge:** Discussion occurred on the involuntary discharge process. The DCO stated we are looking at all avenues and resources to assist. Potential impacts were discussed.
20. **Updated policies and Contracts:** There were no policies or contracts to provide this month.

21. **Dialysis:** DCO stated the current census for dialysis was at 8.
22. **BCBS:** Administrator stated that the BCBS coverage for Michigan Medicine continues to be monitored and there is no update at this time. Administrator stated that the cutoff date is currently set at 6/30/26.
23. **Provider Services Transition:** Administrator presented Memorial Healthcare has begun providing provider services effective 5/1/26. Discussed previously, the Board authorized the termination of Theoria's Medical Director Services Agreement. Since the date of termination was fluid until recently, a formal date of the termination was not known. The termination of Theoria's Medical Director Agreement was effective 5/1/26. Administrator stated that a formal vote ratifying the termination of Theoria's Agreement effective May 1, 2026 is now recommended as a matter of record.

- *Mr. Bontrager made motion to ratify the termination of the Medical Director Services Agreement with Theoria effective May 1, 2026. Mrs. Civille supported the motion which passed by an all yea vote.*

24. **Incident/Accident Report:** DON discussed the incident/accident report for the months of February 2026 through April 2026. Discussion occurred.
25. **Workforce Engagement Updates:** Workforce Engagement Director covered a summary of the WE department. Workforce Engagement Director discussed recent focuses for the department which included retention and a new payroll system. Discussion occurred.
26. **Payroll:** Workforce Engagement Director presented the payroll summaries for pay periods 03/23/26-04/05/26 and 04/06/26-04/19/26. Discussion occurred.

- *Mr. Bontrager made motion to approve payroll from 03/23/26-04/05/26 in the amount of $583,664.81. Mrs. Civille supported the motion which passed by an all yea vote.*
- *Mrs. Civille made motion to approve payroll from 04/06/26-04/19/26 in the amount of $570,946.01. Mr. Bontrager supported the motion which passed by an all yea vote.*

27. **Bonus:** Administrator presented the total cost for the nurse bonus since the last payroll presented at the previous meeting, which is $0. Last time it was $6,100. We have also had to utilize our emergency bonus structure for the certified nurses aides. This amount was stated to have totaled $0. Last time it totaled $2,400.
28. **RESD Opportunity:** The Administrator presented information from a recent proposal from the RESD. Through our community partnership development, we were contacted about an opportunity to support the Shiawassee RESD CNA program. RESD needs an instructor for the upcoming school year and are looking for partnership with PV to provide instruction support. The Administrator stated this proposal was very recent and assessments are ongoing. The team continues to assess the operational capabilities and future potential.
29. **Expansion Staffing Needs:** The Administrator reminded the Board of the Expansion Staffing Needs discussed as the last Board meeting. Upon further review, it was found that the following items were noted in the plan and not highlighted previously:

The nurses and social workers positions were not included on the summary sheet, but the costs was included in the numbers.
The Administrator also presented a new recommendation that the Admissions position is utilized now, instead of January as originally slated.
Another recommendation, presented by the Administrator, is the addition of a part-time temporary administrative assistant not to extend beyond 2028 to help with the transition. This was not included in the total costs but will be minimal as it will be 24/hours a week or under and no benefits. Discussions will continue to remain on the agenda.

30. **Bio-Med:** Plant Operations Director presented a proposed contract with Bio-Med to provide medical waste management services. Plant Operations Director stated that this contract switch is estimated to have a savings of $2,343 yearly. Increased dialysis census, which incurs additional medical waste, was cited to be a reason for changing companies, as well as rising costs and customer service issues with our current vendor.

- *Mrs. Civille made motion to approve the contract with Bio-Med as written. Mr. Bontrager supported the motion which passed by an all yea vote.*

31. **Plant Operations List:** Plant Operations Director presented the most recent updates to plant operations. Discussion occurred.
32. **Quality Measure Report:** Director of nursing presented the CASPER report and discussion occurred.
33. **Marketing/PR Updates:** Marketing Director presented the most recent updates from the Marketing/PR department. Discussion occurred.
34. **Activities Update:** Activities Director presented the most recent updates from the activities department. Discussion occurred.
35. **Planned Activities:** Activities Director presented the list of scheduled events for the month of May.
36. **Dietary Updates:** Dietary Director discussed the most recent updates from the dietary department.
37. **Central Supply:** Central Supply Director discussed the most recent updates from the Central Supply Department.
38. **IT Updates:** IT Team lead presented the updates from the IT department.
39. **Strategic Planning:** Administrator presented the flow sheets for the four strategic initiatives, as well as the most recent Mission and Vision statement. The Board gave positive commentary in regards to the latest mission and Vision statement. Administrator stated that the scorecard is being developed to measure metrics and set goals within the strategic initiative focus areas.
40. **Retention Credit:** The Administrator stated that a lawsuit has been filed on 4/10/26. As K&L Gates continues to review legal strategy, legal updates will occur and will be presented to the Board.
41. **Next meeting Date:** June 12th, 2026 at 10AM.

Londa Knauff

42. Adjourn: *Mr. Bontrager made motion to adjourn. Mrs. Civille supported the motion which passed by an all yea vote. The meeting adjourned at 11:57AM.*