Shiawassee County Health and Human Services Board Meeting Minutes

June 12th, 2026

Call to Order: Mrs. Knauff called the meeting to order at 10:09AM.

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), Jackie Grams (Dietary), Rachel Baldwin (PR/Marketing), Kelly Knieper (Financial Director), Theresa Delau (Director of Clinical Operations), Corey Ross (Central Supply), Michael Miller (IT), Kelly Bakousidis (DON), Erika Tomac (Activities Director), Phil Alt (Contracted CFO- Virtual), Eric Ross (Executive Assistant), Bill Rogers (EFC), Ron Colvin (EFC), Chad Dean (Spence Brothers), Jon Carolin (Spence Brothers), Vince Drumright (Spence Brothers)

1. **Appreciation Minute:** This month, the Board and Pleasant View team shared their deepest gratitude to the employees who made the physician transition a success! The PV team's approach to assisting our new Medical Director was excellent and we are grateful for the support they provide for new members of our team. Additionally, a big shout out to Erin Kelley, Michele Vanegas, and Nichole Dotts who went above and beyond to assist in a smooth transition. Thank you to our team for 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:**

- *Mrs. Civille made motion to approve of the minutes of the May 15th, 2026, board meeting. Mr. Bontrager supported the motion, which passed by an all yea vote.*

3. **Public Participation:** No public participation occurred.
4. **Expansion Update:** The Spence Brothers team presented an update. The interior renovations continue. Phase one of renovations is now completed, and phase two is nearing completion. Vince Drumright (Spence Brothers) presented construction updates. It was noted that a rooftop unit for the facility will be installed next week and will require portions of the facility to be vacant for a short time during this project for safety reasons. Jon Carolin (Spence) presented updates for the interior renovations. It was stated that the project is on track to be completed by the anticipated date of Spring of 2027.
5. **Owner's Savings:** The Administrator noted that within the GMP there has now been a line item created for owner's savings that are found. It was found that signage had an allowance within the GMPO, and that line item was converted to Owners Savings in order to allow savings to be captured within the GMP.

6. **Low Voltage:** Ron Colvin and Bill Rogers (both from EFC) were present to discuss the Low Voltage contracts and needs. Mr. Rogers stated that the contracts for low voltage have been executed and have been started this week. It was also stated that in preparation for new electrical, Smart Homes is creating a schedule for their contractors that Pleasant View will work with. This coordinated schedule will ensure a smooth process for our low voltage project.
   The Administrator stated that the Pleasant View team recently met with all construction parties (EFC, Spence and ELA) to flush out any potential unaddressed construction items and was a benefit to the team.
7. **Gas Disruption Emergency:** As previously discussed, on 4/8/26 the main gas line to the facility was hit by construction at approximately 5:00pm. The Administrator informed the Board that the total costs from Gas Line Disruption are still being determined and will be presented once we have all data.
8. **Construction Check Register:** Administrator presented the construction check register with date of 05/31/26 for the bond activity in the amount of $1,145,660.89.
- *Mrs. Civille made motion to approve the payment of check register date 05/31/26 for the bond activity in the amount of $1,145,660.89. Mr. Bontrager supported the motion which passed by an all yea vote.*
9. **Owner's Contingency:** The Administrator presented details for the Owner's Contingency report. One item for in-floor outlets that was a pending amount last month, was moved to the owner's savings. Another pending item for curb and gutter has been finalized with the total of $4,460.40. Direct payment to occur to Gross so use of Owners contingency is needed. Administrator stated that the report has expanded to include FF&E/Signage, and there was one order noted.
- *Mr. Bontrager made motion to approve the Owners Contingency Report as written, inclusive of FF&E/signage. Mrs. Civille supported the motion which passed by an all yea vote.*
10. **Construction Contingency:** The Administrator presented the Construction Contingency and discussed items found for savings.
- *Mrs. Civille made motion to approve the Construction Contingency Report as written. Mr. Bontrager supported the motion which passed by an all yea vote.*
11. **Financial Report:** Phil Alt (CFO) presented the April 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 April 2026 financials. Mr. Bontrager supported the motion which passed by an all yea vote.*
12. **Accounts Payable:** The Administrator presented the check registers for the pay period dated 04/25/26-05/08/26 and 05/09/26-05/22/26. CFO gave additional commentary on Maintenance of Effort and discussion occurred.

- *Mrs. Civille made motion to approve payment of check register date of 05/08/26 in the amount of $554,656.55. Mr. Bontrager supported the motion which passed by an all yea vote.*
- *Mr. Bontrager made motion to approve payment of check register date of 05/22/26 in the amount of $617,564.61. Mrs. Civille supported the motion which passed by an all yea vote.*

13. **Occupancy Data:** Administrator discussed recent discharges and admissions data. Our census numbers were discussed; Pleasant View census was stated as full. Discussion occurred.
14. **Write-Off's:** There were no write-off's to present for this month.
15. **Write-Off's Less Than $1000:** There were no write-off's to present for this month.
16. **AR Reconciliation:** Financial Director presented the AR reconciliation form. Discussion occurred.
17. **Medicaid Outstation Worker:** The Administrator presented the Medicaid Outstation Worker contract and discussed price comparisons from the last signing of the contract. It was stated that the contract for Medicaid Outstation Worker was $75,650; this year the proposed contract was $76,400. The Administrator stated that the current contract is set to expire on 9/30/26, and we are anticipating the new proposed contract in July.

- *Mr. Bontrager made motion to approve the renewal of the Medicaid Outstation Worker contract. Mrs. Civille supported the motion which passed by an all yea vote.*

18. **Star Rating with CMS:** We remain at a 5-star! We continue to follow the star system rating, and any changes that are made.
19. **State:** Administrator stated that we currently have 11 outstanding FRI's. It was noted that the majority of these FRI's are related to one resident. We are also in our annual survey window.
20. **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.
21. **Scan To PCC:** The Administrator presented a Scan To PCC contract proposal. This service will streamline workflow for uploading documents to our systems and resident charts. The total costs were discussed and was stated at $1,788 per year.

- *Mrs. Civille made motion to approve the contract with Scan To PCC pending legal review. Mr. Bontrager supported the motion which passed by an all yea vote.*

22. **Memorial Hospice Contract:** Administrator presented a re-negotiated contract through Memorial Healthcare for hospice services. Mr. Bontrager abstained from the vote due to his board position at Memorial Healthcare.

- *Mrs. Civille made motion to approve of the contract with Memorial Healthcare Hospice. Mrs. Knauff supported the motion which passed by an all yea vote from Mrs. Civille and Mrs. Knauff.*

23. **Dialysis:** DON stated the current census for dialysis was at 9. Discussion occurred.

24. **BCBS:** Administrator stated that BCBS and Michigan Medicine have settled and have an agreement to continue coverage/services. There is nothing more to add at this time.
25. **Provider Services Transition:** Administrator stated that the physician transition from Memorial Healthcare is going well. Discussion occurred.
26. **Incident/Accident Report:** DON discussed the incident/accident report for the months of March 2026 through May 2026. Discussion occurred.
27. **Workforce Engagement Updates:** Workforce Engagement Director covered a summary of the WE department. Workforce Engagement Director discussed recent focuses for the department. Discussion occurred.
28. **Payroll:** Workforce Engagement Director presented the payroll summaries for pay periods 04/20/26-05/03/26 and 05/04/26-05/17/26. Discussion occurred.

- *Mr. Bontrager made motion to approve payroll from 04/20/26-05/03/26 in the amount of $555,294.12. Mrs. Civille supported the motion which passed by an all yea vote.*
- *Mrs. Civille made motion to approve payroll from 05/04/26-05/17/26 in the amount of $564,569.02. Mr. Bontrager supported the motion which passed by an all yea vote.*

29. **Bonus:** Administrator presented the total cost for the nurse bonus since the last payroll presented at the previous meeting, which is $3,200. Last time it was $0. 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 $0.
30. **RESD Opportunity:** The Administrator reminded the group from our last meeting that 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. This instructor position would require a full-time nurse that would work approximately 50% of the time at the school. The Board inquired as to whether this would be the appropriate time for this position, considering our ongoing expansion. The Administrator stated that this could potentially assist with our retention rates, considering the opening of our new expansion. Workforce Engagement Director discussed future needs for staffing and how this program may benefit us. Discussion occurred.

- *Mrs. Civille made motion to approve the addition of the RESD nurse position pending negotiation with RESD and pending legal review. Mr. Bontrager supported the motion which passed by an all yea vote.*

31. **Expansion Staffing Needs:** The Administrator reminded the group that the expansion staffing plan for the 2027 expansion opening was approved. The team continues to work on assessing workflow and operations to finalize staff needs to successfully open and operate the new expansion in 2027. No recommendations were added. Discussions will continue to remain on the agenda.
32. **Plant Operations List:** Plant Operations Director presented the most recent updates to plant operations. Discussion occurred.

33. **Quality Measure Report:** Director of Nursing presented the CASPER report and discussion occurred.
34. **Lab:** The Administrator presented a proposal from Memorial Healthcare regarding acquiring a centrifuge for our facility. The centrifuge was stated to reduce lab times overall, which would assist Pleasant View as our facility continues to expand in occupancy. The Director of Clinical Operations stated that she has reviewed and planned for a centrifuge. The Administrator stated that this would be a great partnership between Pleasant View and the Memorial Healthcare lab.
35. **Marketing/PR Updates:** Marketing Director presented the most recent updates from the Marketing/PR department. Discussion occurred.
36. **Activities Update:** Activities Director presented the most recent updates from the activities department. The team took a moment to reflect on another successful Pleasant View prom. Discussion occurred.
37. **Planned Activities:** Activities Director presented the list of scheduled events for the month of May.
38. **Dietary Updates:** Dietary Assistant Supervisor discussed the most recent updates from the dietary department.
39. **Central Supply:** Administrator discussed the most recent updates from the Central Supply Department.
40. **IT Updates:** IT Team Lead presented the updates from the IT department.
41. **Strategic Planning:** Administrator presented the flow sheets for the four strategic initiatives, as well as the proposed Quality and Safety Scorecard. Administrator and DCO stated that the scorecard was developed to measure metrics and set goals within the strategic initiative focus areas. Administrator discussed the scorecard and planning. Administrator stated that updates on each pillar will occur in upcoming meetings.
42. **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.
43. **Next meeting Date:** Wednesday July 15th, 2026 at 10AM.
44. **Adjourn:** *Mr. Bontrager made motion to adjourn. Mrs. Civille supported the motion which passed by an all yea vote. The meeting adjourned at 11:30AM.*

Londa Krauff