Shiawassee County Health and Human Services Board Meeting Minutes

September 18th, 2026

Call to Order: Mrs. Knauff called the meeting to order at 10:04AM.

The following were in attendance: Londa Knauff (Board Chair), Cindy Civille(Board Member), Greg Bontrager (Board Member), 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 (Director of Nursing), Erika Tomac (Activities Director), Phil Alt (Contracted CFO- Virtual), Eric Ross (Executive Assistant), Ron Colvin (EFC), Bill Rogers (EFC), Chad Dean (Spence Brothers), Jon Carolin (Spence Brothers), Vince Drumright (Spence Brothers)

1. **Appreciation Minute:** The Administrator took a moment to thank all Pleasant View staff for another successful survey! Administrator stated that our survey occurred last week, under a new Risk Based Survey selection, and the survey team did not find any areas of concern. The hard work of our staff did not go unnoticed, and the efforts are highly appreciated. Thank you all 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:**

- *Mr. Bontrager made motion to approve of the minutes of the August21st, 2026, board meeting. Mrs. Civille 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. Vince Drumright (Spence) discussed the progress of interior renovations and overall expansion. Occupancy was granted to the phase II renovation areas on 9/10/2026. Mr. Drumright presented phase III of the project and presented the timeline. Discussion occurred on renting a heater for the winter months to continue our expansion project.
   Bill Rogers (EFC) was present to discuss the construction project. Mr. Rogers stated that progress on the project has been smooth and collaboration between all parties involved in the project has been a great success. Ron Colvin (EFC) discussed Low Voltage progress. Mr. Colvin stated that the Low Voltage portion of the project has been running smoothly, and stated that IT has been a great assistance with this.
   The Administrator mentioned that a portion of the newly renovated area and offices are now occupied. The project remains on track with an anticipated completion of Spring 2027.

Administrator reminded the group that on 4/8/26, the main gas line to the facility was hit by construction at approximately 5:00pm. Costs and payment continue to be calculated and we will discuss future reimbursement at a later board meeting.

Administrator stated that no use has occurred since the last meeting. Balance in the construction contingency bucket at this time is $111,763.47.

The Administrator presented and discussed the owner's contingency report. Administrator discussed numbers related to furniture, fixtures and equipment. It was stated that the Central Supply Director has anticipated the needs for these items and ordering and acquiring these materials has been a success.

Administrator discussed the total in the Owner's Savings bucket, which was stated at $145,090.54.

Administrator stated the costs for the computers were still being finalized. Since that time, we have identified costs for 10 desktops and 10 laptops. Additional items are still being fine-tuned, so a cap amount of $40,000 was recommended. The Board asked if this cost was anticipated for the construction project and the Administrator stated it was an anticipated cost.

5. **Construction Check Register:** Administrator presented the construction check register with a date of 08/31/26 for the bond activity in the amount of $1,327,949.11.

- *Mrs. Civille made motion to approve payment of accounts payable for the check register date 08/31/26 for the bond activity in the amount of $1,327,949.11. Mr. Bontrager supported the motion which passed by an all yea vote.*
- *Mr. Bontrager made motion to approve of the Owners Contingency Report as written, inclusive of FF&E/Signage. Mrs. Civille supported the motion which passed by an all yea vote.*
- *Mr. Bontrager made motion to approve of the additional low voltage needs as written, in an amount not to exceed $40,000. Mrs. Civille supported the motion which passed by an all yea vote.*

6. **Retention Credit:** The Administrator reminded the group that the lawsuit is currently ongoing and that our settlement offer presented to the IRS was denied. Discussion occurred.
7. **Financial Report:** Phil Alt (CFO) presented the July 2026 unaudited financial statements, including the summarized balance sheet, income statement, and month-end recap. Discussion occurred.

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

8. **Accounts Payable:** The Administrator presented the check registers for the pay period dated 08/01/26-08/14/26 and 08/15/26-08/28/26.

- *Mr. Bontrager made motion to approve payment of check register date of 08/14/26 in the amount of $1,017,309.63. Mrs. Civille supported the motion which passed by an all yea vote.*

- *Mrs. Civille made motion to approve payment of check register date of 08/28/26 in the amount of $286,960.13. Mr. Bontrager supported the motion which passed by an all yea vote.*

9. **Occupancy Data:** Director of Clinical Operations stated that the current census of the facility was 131, leaving 1 bed open. Our wait list and referrals were discussed. Director of Nursing stated that we have had no decline in referral activity.
10. **Write-Off's:** There were no write-off's to present for this month.
11. **Write-Off's Less Than $1000:** There were no write-off's to present for this month.
12. **AR Reconciliation:** Financial Director presented the AR reconciliation form. Discussion occurred.
13. **2025 Medicaid Cost Report Amendment:** The Administrator presented that an error was identified in our filed cost report that made the overall expense report less than it actually was due to the inclusion of actuarial adjustments from the pension and OPEB accounting. In July there was a take back in the Medicaid settlement for 2025 in the amount of $239,203. It was stated that an amended cost report was filed promptly and the State quickly turned around an updated reimbursement rate, which resulted in an increase to the October 1, 2026 rate to $476.91/day (an increase of $3.74 per day). The impact to CPE funding will increase reimbursement by over $800,000 and will align with the original estimate.
14. **Business Office Structure:** The Administrator stated that the facility has identified a need to automate the AP process, which will provide quicker and more efficient AP services between all department heads. Administrator stated that Financial Services Director had vetted a program, called Stampli, that will create an electronic process that will create efficiency, consistency and greater checks and balances. The cost for this service was stated at $32,990 yearly. Turnover in the AP position was cited as another reason for this service, as the AP position is typically a stepping-stone to other positions. Administrator stated that as the system is transitioned into, there could be an opportunity to reduce the number of hours in the business office. The termination clause of this agreement was stated at 30 days after year one.

- *Mr. Bontrager made motion to approve the contract with Stampli, in an amount not to exceed $32,990 the first year, pending legal review. Mrs. Civille supported the motion which passed by an all yea vote.*

15. **Star Rating with CMS:** We remain at a 5-star! We continue to follow the star system rating, and any changes that are made.
16. **State:** Administrator stated that the facility currently has 15 outstanding FRI's and that the facility is no longer able to see when FRI's are closed out. The Administrator stated she is working with the State to address this issue. Administrator discussed our recent visit from the fire marshal, who left with four concerns. The group discussed the concerns. The state arrived at the facility on 9/10/26 for our annual survey. The Administrator discussed the risk-based survey which occurred and discussed the results

of this streamlined service. It was stated that this is the first occurrence of a risk-based survey for the facility and it was a success. The Administrator informed the Board that the state surveyors finished their survey on 9/11/26 and left with no concerns.

17. **Dragon Medical One:** Administrator presented a dictation service contract which would be of assistance to our nursing staff. The cost was stated at $3,740.98 for one year, and $2,376 for year two. Administrator explained that this contract has been reviewed by legal and signed for services for the facility.
18. **Dialysis:** DON stated the current census for dialysis was at 6. Discussion occurred.
19. **Direct Care Worker Wage:** Administrator discussed the most recent updates to the Direct Care Worker wage. Administrator stated that at the end of August it was announced that the DCW wage would no longer be funded as of October 1st, 2026. Administrator stated that the state will no longer reimburse for non-Medicaid hours and that facilities would only receive funding for Medicaid-allowable time only. Administrator stated the details on this change are vague at this time. Updates will occur as needed. Administrator discussed the new rates. Administrator recommended that the facility continue to pay these amounts at their full price through the end of the calendar year. Administrator stated that continued payment would be considered as part of the Union wage discussion for 2027.

- *Mrs. Civille made motion to approve of the funding of the DCW wages through the end of 2026. Mr. Bontrager supported the motion which passed by an all yea vote.*

20. **Incident/Accident Report:** Director of Nursing presented the Incident/Accident report for the months of June 2026 through August 2026. Discussion occurred.
21. **Workforce Engagement Updates:** Workforce Engagement Director presented a summary of the WE department. Discussion occurred regarding usage of bonuses and agency nursing.
22. **Payroll:** Workforce Engagement Director presented the payroll summaries for pay periods 07/27/26-08/09/26 and 08/10/26-08/23/26. Discussion occurred.

- *Mrs. Civille made motion to approve payroll from 07/27/26-08/09/26 in the amount of $580,224.73. Mr. Bontrager supported the motion which passed by an all yea vote.*
- *Mrs. Civille made motion to approve payroll from 08/10/26-08/23/26 in the amount of $561,160.77. Mr. Bontrager supported the motion which passed by an all yea vote.*

23. **Bonus:** Administrator presented the total cost for the nurse bonus since the last payroll presented at the previous meeting, which is $21,835. Last time was $6,150. Discussion occurred on the usage of our emergency bonus structure for the certified nurse aides. This amount has totaled $12,040. Last time it totaled $5,520.
24. **Expansion Staffing Needs:** The Administrator reminded the group that the expansion staffing plan for the 2027 expansion opening was previously approved. Administrator stated positions are being filled and monitored as presented and partnerships to assist with hitting all staffing goals continue to be explored. Discussion occurred.

25. **Plant Operations List:** Plant Operations Director presented the most recent updates to plant operations. Discussion occurred.
26. **Quality Measure Report:** Director of Nursing presented the CASPER report. Discussion occurred.
27. **Marketing/PR Updates:** Marketing Director presented the most recent updates from the Marketing/PR department. Discussion occurred.
28. **Activities Update:** Activities Director presented the most recent updates from the activities department. Discussion occurred.
29. **Planned Activities:** Activities Director presented the list of scheduled events for the month of September.
30. **Dietary Updates:** Dietary Director discussed the most recent updates from the dietary department. Discussion occurred.
31. **Central Supply:** Central Supply Director discussed the most recent updates from the Central Supply Department. Discussion occurred and included FF&E updates.
32. **IT Updates:** IT Team Lead presented the updates from the IT department. Discussion occurred.
33. **Strategic Planning:** Administrator stated that the flow sheets have been presented previously and work is continuing on the creation of the final scorecard. Further details will be provided in an ongoing basis.
34. **Staffing Discussion:** The Administrator discussed the current staffing situation in regards to FMLA abuse. Administrator stated that we are now working with Miller Canfield as our legal counsel to address some staffing concerns. Administrator stated that Miller Canfield will be utilized during our upcoming Union negotiations. Discussion occurred.
35. **Next meeting Date:** Friday, October 16th, 2026 at 10AM.
36. **Adjourn:** *Mr. Bontrager made motion to adjourn. Mrs. Civille supported the motion which passed by an all yea vote. The meeting adjourned at 11:14AM.*

Londa Knauff