

**SHIAWASSEE COUNTY MEDICAL CARE FACILITY
SHIAWASSEE COUNTY HEALTH AND HUMAN SERVICES BOARD MEETING MINUTES
June 1, 2018: ADMINISTRATOR'S CONFERENCE ROOM**

CALL TO ORDER: Mr. Aue called the meeting to order at 10:00 AM. The following attended: Hartmann Aue (Chair), Londa Knauff (Co-Chairperson), Cindy Civile (Member), Shana Espinoza (Administrator), Linda Weber (Chief Financial Officer), Sandy Lamb (Human Resource Manager), Theresa DeLau (Director of Nursing), Jeff Smithingell (Plant Operations Manager), Jennifer Zamora (Dietary Manager), Chad Dean (Spence Brothers) and Chelsea Edwards (Administrative Assistant to the Administrator). Zach Zechmeister (Spence Brothers) was present via telephone.

Approval of the Shiawassee County Medical Care Facility/Shiawassee County Department of Health and Human Services Board meeting minutes from May 4, 2018: Mrs. Knauff moved to accept the minutes of the May 4, 2018 meeting; Mrs. Civile supported the motion, which passed by an all yea vote.

1. **Public Participation:** Amy Keeling, family member to a current resident, was present to express diner concerns and concerns for her mother's happiness.
2. **New Pleasant View Building- CM Payment Request:** Spence Brothers is not submitting a billing request this month.
3. **New Pleasant View Building- PCCO #057:** Spence brothers released a sales tax credit for \$428,308.25. Mrs. Civile made a motion to approve PCCO #057, sales tax credit for \$428,308.25; Mrs. Knauff supported the motion, which passed by an all yea vote.
4. **New Pleasant View Building- PCCO #058:** The design of the activities room did not include a handwashing sink. In order to allow the Activities Department (as well as the residents) to do cooking activities, the area must have a handwashing sink as well as a food preparation sink. It is a Serv-Safe requirement to have both (a handwashing sink and a food prep sink). The cost of adding this important piece of equipment is \$13,090. After discussion, Mrs. Knauff made a motion to approve PCCO #058 for \$13,090; Mrs. Civile supported the motion, which passed by an all yea vote.
5. **New Pleasant View Building- PCCO #059:** This is the final deduction of the remaining contingencies from the GMP. This is a credit of \$45,753.74. Mrs. Knauff made a motion to approve PCCO #059 for \$45,753.74; Mrs. Civile supported the motion, which passed by an all yea vote.
6. **New Pleasant View Building- Analysis of Building Project Costs/CON:** As discussed in the previous board meeting, the building project overran its approved costs by more than the threshold. As a result, an amendment to the CON was requested to accommodate the increased project costs. The amendment was filed on May 16, 2018 through the services of Walt Wheeler and is currently being processed.

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7. **New Pleasant View Building- Building Update:** We are working to resolve the outstanding issues with the doors and windows. Chad Dean of Spence Brothers reported that he is getting smaller door sweeps. He is also having a company come out with a vacuum truck to suck any sand out of the storm drains that may be causing a blockage. They will then place lids over the storm drains to prevent anything from getting in and causing further issues. Mr. Smithingell and his crew have been installing clips to the ceiling tiles to prevent them from moving. This solves the issue of the ceiling tiles sucking up into the ceiling when the front door opens.

At 10:22, Chad Dean and Zack Zechmeister of Spence Brothers left the meeting.

8. **New Pleasant View Building- Marketing/PR:** Mrs. Espinoza reported that an article was in the newspaper regarding the 5-star status from CMS. We are celebrating this success with the staff and the residents all next week. The annual picnic is set for June 20, 2018 at 11:30 AM. We are continuing to formulate fundraising ideas. The facility newsletter has been created and sent out to resident families and staff members.
9. **New Pleasant View Building- Star Rating with CMS:** We are still a 5 star facility, and we are continuously working to meet the requirements to maintain this status.
10. **Financial- Memorial Fund:** As discussed in the last board meeting, the Memorial Fund decreased to \$8,125.30. No donations have been made since May 25, 2018; determination of earnings on this bank account remains forthcoming.
11. **Financial Report:** Due to a network malfunction, Mrs. Weber will present the February, 2018 unaudited financials at the next board meeting.
12. **Financial- Accounts Payable:**
- Mrs. Weber presented the accounts payable check register dated 5/4/18 for \$293,972.62. Mrs. Civile made the motion to approve payment of the check register 5/4/18 for \$293,972.62; Mrs. Knauff supported the motion, which passed by an all yea vote.
 - Mrs. Weber presented the accounts payable check register dated 5/18/18 for \$734,299.23. Mrs. Knauff made the motion to approve payment of the check register 5/18/18 for \$734,299.23; Mrs. Civile supported the motion, which passed by an all yea vote.
13. **Financial- Payroll:** Mrs. Lamb spoke in reference to OT still being high due to 1:1 monitoring and necessary front door coverage.
- Mrs. Weber presented payroll from 4/16/18-4/29/18 for \$376,873.39, which was paid on 5/11/18. Mrs. Knauff made the motion to approve payroll from 4/16/18-4/29/18 for \$376,873.39; Mrs. Civile supported the motion, which passed by an all yea vote.

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- Mrs. Weber presented payroll from 4/30/18-5/13/18 for \$381,775.60, which was paid on 5/25/18. Mrs. Civile made the motion to approve payroll from 4/30/18-5/13/18 for \$381,755.60; Mrs. Knauff supported the motion, which passed by an all yea vote.
14. **Occupancy Data Comparison:** Mrs. Espinoza presented the occupancy data comparison, which showed the average daily occupancy to be higher in April 2018 than in April 2017.
 15. **Write-Offs:** We would like to write-off the remaining balance of \$1,104.53 for resident #7936, whose discharge date was December 14, 2016. Mrs. Knauff made the motion to approve the write-off of \$1,104.53 for resident #7936; Mrs. Civile supported the motion, which passed by an all yea vote.
 16. **Operations- Compass:** Mrs. Espinoza informed the board that Compass Communications has requested a final payment for \$128,516. This amount is within the overall approved amount for services, however, Mrs. Espinoza is recommending no further payment at this time. There have been several discrepancies in their charges that do not align with the services outlined in the contract. It should be noted that Stingray was contracted by Compass, and Compass has not paid Stingray, claiming they cannot pay them until we pay Compass. Since our contract is with Compass and not Stingray, we are not obligated to pay Stingray. The matter needs to be handled between the two companies.
 17. **Operations- Stingray:** At the last board meeting our request for \$7,411 was approved for additional camera installation. After the meeting, it was determined that the amount to install the new cameras was only \$5,545.
 18. **Operations- State:** There are two outstanding FRIs. One is a resident to resident report which occurred on May 28, 2018. The second is a resident who received a burn from hot soup on May 29, 2018.
 19. **Operations- Incident/ Accident Report:** The May incident/accident report is being compiled and is postponed until the next meeting.
 20. **Operations- Outpatient Therapy:** Mrs. Espinoza reported that there have been discussions about our therapy department beginning outpatient therapy services. It is proposed that we start with residents who are discharged to the community continuing their therapy services at the facility. If that progresses well, we could open the services to anyone in the community who would like services. Mrs. Espinoza would like to know if the board supports us investigating this option further. After discussion, the board gave their blessing.
 21. **Operations- MyInnerview:** The board approved the services from MyInnerview through NRC Solutions to handle surveys for QMI requirements.
 22. **Operations- Resident Privacy Curtains:** Mrs. Espinoza recommended a motion to approve \$30,292 for resident privacy curtains. As part of the initiative to reduce falls in the facility, the team has identified the lack of privacy curtains as a factor.

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Because there are no curtains, the aids have to shut the residents' door in order to provide the proper privacy while providing care; this also removes the ability to hear into the halls for potential calls for help. By installing the privacy curtains, the aid will be able to both provide privacy and hear the happenings of the hall. In addition to the \$30,292, it is estimated that the cost of installation through Spence Brothers will not exceed \$9,000. After a discussion, Mrs. Knauff made the motion to approve the purchase of cubicle curtains through D.L. Couch (we are also getting comparable quotes from other companies before proceeding) not to exceed \$30,300; Mrs. Civile supported the motion, which passed by an all yeas vote. Mrs. Civile made the motion to approve estimated cost of installation through Spence Brothers not to exceed \$9,000; Mrs. Knauff supported the motion, which passed by an all yeas vote.

23. **Operations- Resident Phones:** The board approved SPS/ConvergeOne for our phone service provider in February 2018. The approved quote did not include resident phones. In March, \$11,442 was spent to provide 25 phones as well as a door release option for the units to unlock the main doorways remotely. The price of the resident phones includes the required license, which can be transferred from resident to resident. Because we are purchasing phones in small quantities as they are needed, Mrs. Espinoza would like the board's blessing to continue purchasing additional phones and licenses as needed for resident use. Mrs. Knauff made the motion to approve the \$11,442 to SPS/ConvergeOne as well as to approve the purchase of resident phones as needed; this amount is not to exceed the Administrator's spending authority limit of \$5,000 with each purchase. Mrs. Civile supported the motion, which passed by an all yeas vote.
24. **Strategic Planning- Culture Change Journey:** Eden plans are set to restart. The Neighborhood Guides are set to meet next week; they plan to meet weekly. The Certified Eden Associate training is August 1-3.
25. **Human Resources- EEOC:** As discussed at the last board meeting, a complaint of sexual discrimination was filed against the facility on January 25, 2018 through the EEOC. Lawyers have been involved for assistance; no further information to be presented at this time. On March 12 and March 13, complaints alleging discrimination from two separate individuals were filed through the EEOC. A letter was given to the Administrator a few days prior to the March 13 complaint. Legal assistance has been obtained for both allegations. Per Administrator request, the legal team is going to review allegations in the letter and is conducting an investigation. Our responses have been submitted for all claims; we are awaiting the next step from the EEOC. It should be noted that a letter was received on May 21, 2018 from a lawyer representing 5 current and past employees. The letter asked for employment files of the 5 individuals, some of the individuals are the same individuals involved in the EEOC claims stated above. Legal assistance has been obtained.
26. **Human Resources- Diversity Training:** As part of the solution to assist with the matters mentioned above, Clark Hill recommended that we conduct diversity training for every employee at Pleasant View through a third party. Mrs. Espinoza recommended utilizing the services of Geri Tigner, who has worked with our facility on many separate occasions. The estimated cost to have Geri conduct the diversity training is \$8,750; this amount does not include expenses for travel, meals and

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overnight accommodations, which we will be responsible for as well. It should be noted that diversity and leadership training was included in the 2018 budget. Mrs. Civile made the motion to approve the services of Geri Tigner for facility wide diversity training; Mrs. Knauff supported the motion, which passed by an all yea vote.

27. **Updated Policies:** Mrs. Espinoza reported that the abuse policies have been updated.
28. **Physical Plant- Environmental Survey:** On May 2, 2018 surveyor Colin Endres-Bercher, Environmental Sanitarian, arrived on site and was given a tour of the facility. After the tour, Mrs. Espinoza and Mr. Smithingell were provided with information of his findings. There was nothing citable, but there are areas that need to be addressed. The Plant Operations Manager will resolve the concerns.
29. **Physical Plant- Landscaping:** Crooked Tree Nursery completed our spring clean-up (as approved at the April board meeting). The cost was an extra \$475.86 as more mulch was needed than anticipated.
30. **Nursing- Quarantine:** There are currently no quarantines and no restrictions. Everyone is welcome to visit Pleasant View.
31. **Nursing- Skills Fair:** A facility wide skills fair was held on May 23, 2018. The fair included a Virtual Dementia Tour as well as other nursing, food service and fire safety training.
32. **Next Meeting Date:**
 - Friday, June 29, at 10 AM in the Administrator's Conference Room.
33. **Adjournment:** Mrs. Knauff made the motion to adjourn the meeting at 11:02 AM; Mrs. Civile supported the motion, which passed by an all yea vote.

Meeting Adjourned at 11:02 AM.

 6/29/18

Administrator

 6/29/18

Board Chairman