

Dept. of Health & Human Services Board
Kim Bejcek, Acting Chair
Renee Courier Aumock, Vice Chair



Maureen MacKenzie
Administrator

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BAY COUNTY MEDICAL CARE FACILITY
BOARD MEETING
DATE: Tuesday May 31, 2022
TIME: 4:00 p.m.

S. Shutt called the Board Meeting to order at 4:20 p.m.

ROLL CALL:

K. Bejcek; present, R. Courier Aumock; present

PRESENT:

M. MacKenzie, J. Kelly, J. McCarthy, M. Wiegand, J. Parrish, M. Regulski present electronically

PUBLIC PRESENT:

None.

AGENDA

ACTION AND PLAN

CONSTRUCTION UPDATE:

M. Regulski informed the board of the status on the facility's on-hold construction project. Due to the unforeseen impact of the pandemic, construction was stopped at 82% completion. Tentative start-up will be early 2023 and determined to take three to six months to complete.

Millage renewal is upcoming in November, 2022. Goal is to educate and eliminate any confusion to County voters.

R. Courier Aumock motioned to receive Construction Update, K. Bejcek seconded the motion.

All in Favor; motion carried.

NEW BUSINESS:

- a. Restorative- Department Presentation

J. Parrish, Restorative Director, presented her department's role at the facility to the board. Specifically, the department's main objective to maintain and enhance the activities of daily living (ADLs) for the resident's at BCMCF. She further shared 2021 fall statistics, compared to so far in 2022.

R. Courier Aumock motioned to receive J. Parrish's department presentation, K. Bejcek seconded the motion.

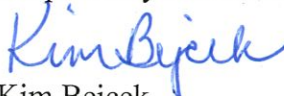
<p>b. BCMCF PNC Bank/Huntington Bank Admin Access- J. McCarthy</p>	<p>All in Favor; motion carried.</p> <p>M. MacKenzie requested approval to authorize J. McCarthy access on both Huntington and PNC Bank for the facility.</p> <p>K. Bejcek motioned approve banking access for J. McCarthy, R. Courier Aumock seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><u>PUBLIC COMMENT:</u></p>	<p>None.</p>
<p><u>APPROVAL OF AGENDA:</u></p> <p>a. Additions:</p> <p>b. Corrections:</p>	<p>R. Courier Aumock motioned to approve the agenda, K. Bejcek seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><u>APPROVAL OF MINUTES:</u></p> <p>a. Approval of Minutes from April 27, 2022</p> <p>b. Approval of Closed Minutes from April 27, 2022</p> <p>c. Approval of Executive Closed Minutes of April, 27, 2022</p>	<p>K. Bejcek motioned to approve April 27, 2022 Minutes, April 27, 2022 Closed Minutes and April 27, 2022 Executive Closed Minutes. R. Courier Aumock seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><u>ADMINISTRATOR REPORT:</u></p> <p>a. Patient Opinion Survey</p> <p>b. Census</p> <p>c. Worker's Compensation</p>	<p>M. MacKenzie informed the board of the recent satisfactory care at the facility, specifically in the Covid Unit. A resident family member made her aware that she was very pleased with the care and also the welcoming receptionist at the entrance to the facility. Every discharged resident receives a satisfaction survey and they are also followed-up by Case Management by phone.</p> <p>Average census for April, 2022 was 104.6/81.7%. In the month of April, 2022, there were 13 admissions, 11 discharges and two expirations. As of today, there are 14 admissions, 13 discharges and two expirations with a census of 103/80.5%. Facility goal is 109/85%.</p> <p>M. MacKenzie requested to discuss item c. Worker's Compensation in Closed Session.</p> <p>K. Bejcek motioned to receive Administrator Report, a. and b., R. Courier Aumock seconded the motion.</p>

<p>d. D.O.N. Update</p>	<p>All in Favor; motion carried.</p> <p>J. Kelly informed the board that three Covid-positive residents were identified creating the need to open the Covid Unit.</p> <p>A State Surveyor was on-site on 5/25/2022 following-up a facility-related-incident. The facility's FRI was cleared.</p> <p>Staffing remains a challenge with both nurses and CNA's. Plan to advertise the facility more, highlighting its generous benefit package.</p> <p>Union meeting to take place Thursday, June 1, 2022.</p> <p>K. Bejcek motioned to receive the Administrator Report d, R. Courier seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><u>FINANCIAL DIRECTOR REPORT:</u></p> <ul style="list-style-type: none"> a. Financial Report and Cash Flow <ul style="list-style-type: none"> i. April, 2022 b. COVID-19 Relief/Expenses c. Deposit Distribution Report d. Accounts Payable Summary e. Payer A/R Aging f. Budget Amendments <ul style="list-style-type: none"> i. E-15 Various Dept.-Dental Insurance ii. E-16 Various Dept.-HSA Contribution iii. E-19 Various Dept.-Health Insurance iv. E-20 Business Office-Variou Expenses v. E-22 Building & Grounds-Variou Expenses vi. E-23 Nursing- Various Expenses g. Budget Amendments- Under \$25,000 h. Problematic Accounts 	<p>J. McCarthy updated the board with April, 2022 financials. Annual financial Audit is still underway with Rehmann Robson. Expecting rough draft results by 6/1/2022. Presentation to the board is expected in the June, 2022 Board Meeting, latest July, 2022 Board Meeting. Cost Report was received earlier than expected last week from Plante Moran. No major issues were found. Also working with Plante Moran for the potential employee retention credit; files have been submitted and awaiting results.</p> <p>R. Courier Aumock motioned to receive the Financial Report a. i., b., c., e., f., g., h. and approve d. for payment, K. Bejcek seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><u>MAINTENANCE DEPARTMENT:</u></p>	<p>K. Bejcek motioned to receive the Maintenance Department Report, R. Courier seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><u>POLICY APPROVALS:</u></p> <ul style="list-style-type: none"> a. Activities 	<p>K. Bejcek motioned to approve Activity Policy #1. R. Courier seconded the motion.</p>

<p>i. Grievances</p> <p>b. Administrative</p> <p>i. Abuse</p> <p>ii. Accounts Payable Prior Authorization</p> <p>iii. Constitution and By-Laws</p> <p>iv. Contract Review</p> <p>v. Gift Donation Acknowledgement</p> <p>vi. Gift Donation</p> <p>vii. Gifts and Gratuities</p> <p>viii. Institutional Planning</p> <p>ix. Maintaining Professional Contracts</p> <p>x. Non-Discrimination</p>	<p>All in Favor; Motion carried.</p> <p>R. Courier Aumock motioned to approve Administrative Policies #1.-#10., K. Bejcek seconded the motion.</p> <p>All in Favor; Motion carried.</p> <p>At 5:50 p.m., K. Bejcek motioned to go into Closed Session, R. Courier seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><u>CLOSED SESSION:</u></p>	<p>Roll Call: K. Bejcek, R. Courier Aumock aye, M. MacKenzie, aye</p> <p>Returned to regular session at 6:10 p.m.</p> <p>K. Bejcek motioned to receive worker's compensation information discussed in Closed Session, R. Courier Aumock seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><u>UNFINISHED BUSINESS:</u></p>	<p>None.</p>
<p><u>MISCELLANEOUS BUSINESS:</u></p>	<p>None.</p>
<p><u>ADJOURNMENT:</u></p>	<p>With no unfinished or miscellaneous business, R. Courier Aumock motioned for adjournment, K. Bejcek seconded the motion.</p> <p>All in favor; meeting adjourned at 6:11 p.m.</p>

NEXT BOARD: June 22nd, 2022 at 8:30 a.m.

Respectfully submitted,



Kim Bejcek

Dept. of Health & Human Services Board