

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



**BAY COUNTY
MEDICAL
CARE FACILITY**

Maureen MacKenzie
Administrator

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DEPARTMENT OF HEALTH & HUMAN SERVICES BOARD MEETING

Date: September 28, 2022
Time: 3:30 pm
Place: Bay County Medical Care Facility Board Room

Participants: Kim Bejcek, Acting Chair
Renee Courier Aumock, Board Member
Fran DeWyse, Board Member
Maureen MacKenzie, LNHA
Jodi Kelly, DON
Michael Regulski, Financial Advisor
Jaqueline McCarthy, Finance Director
Michele Peruski, Board Scribe

Guests: To be introduced, if present

- I. Call meeting to order**
- II. Roll Call**
 - a. In attendance**
- III. Approval of Agenda**
 - a. Additions**
 - b. Corrections**
- IV. Approval of Minutes**
 - a. Regular Minutes of August 31, 2022**
 - b. Closed Minutes of August 31, 2022**
 - c. Additional Closed Minutes of August 31, 2022**
 - d. Special Minutes of September 14, 2022**
- V. Public Comment**
- VI. New Business**
 - a. Department Presentation-Social Services**
- VII. Construction Update**
- VIII. Administrator Report**
 - a. Patient Opinion Survey**
 - b. Census**

- c. **Worker's Compensation**
- d. **DON Update**

IX. Financial Director Report

- a. **Financial Report, August 2022**
- b. **Accounts Payable Summary**
- c. **Payer A/R Aging**
- d. **Deposit Distribution**
- e. **Problematic Accounts**
- f. **Budget Report**
 - i. **Budget Amendments**
 - **R-08 Business Office**
 - **R-09 Various Departments**
 - **E-44 Retirees**
 - **E-45 Post Employment**
 - **E-46 Business Office**
- g. **Under \$25,000 Budget Amendments**
- h. **2021/2022 Summaries**
- i. **2023 Budget**
 - i. **Budget Resolution**
 - ii. **Budget Summary 2022/2023**
 - iii. **Capital Expense Summary**

X. Maintenance Report

XI. Policy Approval

- a. **Activities**
 - i. **Activities**
 - ii. **Activity Outings**
 - iii. **Care Plans**
 - iv. **Continuing Education**
 - v. **Food Handling**
 - vi. **Infection Control**
 - vii. **Resident Council**
 - viii. **Resident Voting**
 - ix. **Volunteer Program**
- b. **Administrative**
 - i. **Educational Reimbursement**
 - ii. **Equal Employment Opportunity**
 - iii. **Hearing Protection**
 - iv. **Flexible Spending**
 - v. **Family and Medical Leave Act**
 - vi. **Nursing Mothers**
 - vii. **Request for Medical Records**
 - viii. **Solicitation Distribution**
 - ix. **Telephone Use**
 - x. **Union Requests for Information**
- c. **Emergency Preparedness**

- i. Emergency Preparedness**
- ii. Workplace Violence**
- iii. Emergency Staffing**
- iv. Fire Safety**
- v. Fire Watch**
- vi. Severe Weather**
- vii. Water Management**

d. Nursing

- i. Administration of Ear Drops**
- ii. Administration of Eye Drops or Ointments**
- iii. Administration of Medicines**
- iv. Administration of Transdermal Medication Patch**
- v. Baseline Care Plan**
- vi. Bowel Protocol**
- vii. Comprehensive Care Plan**
- viii. Controlled Substance and Narcotic Count**
- ix. General Infection Prevention and Control**
- x. Influenza Vaccine Program**
- xi. Interdisciplinary Communication**
- xii. MDS 3.0 Completion**
- xiii. Medication Disposition**
- xiv. Medication Errors**
- xv. Negative Pressure Wound Therapy**
- xvi. Oral Hygiene and Dental Care**
- xvii. Pandemic Response**
- xviii. Procedure for Metered Dose Inhaler Administration**
- xix. Pressure Ulcer Guidelines/Standards of Care**
- xx. Relocation of Residents**
- xxi. Restraint**
- xxii. Standard Lab Work Protocol**
- xxiii. Tracheostomy Care**
- xxiv. Transmission Based Precautions**
- xxv. Urinalysis Orders**
- xxvi. X-Ray and EKG Procedures**

XII. Closed Session: Motion to go into closed session pursuant to MCL 15.268(c) to consider material exempt from discussion or disclosure by state or federal statute.

XIII. Unfinished Business

XIV. Miscellaneous Business

XV. Adjournment

NEXT BOARD MEETING: October 26, 2022 @ 3:30 p.m.