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BAY COUNTY MEDICAL CARE FACILITY
BOARD MEETING

DATE: Wednesday September 28, 2022

TIME: 3:30 p.m.

K. Bejcek called the Board Meeting to order at 3:32 p.m.

ROLL CALL:

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

PRESENT:

M. MacKenzie, J. Kelly, J. McCarthy, K. Baldwin, J. Madigan, M. Peruski; present, M. Regulski present electronically in Paw Paw, MI

PUBLIC PRESENT:

AGENDA

ACTION AND PLAN

<p><u>APPROVAL OF AGENDA:</u></p> <p>a. Additions: b. Corrections:</p>	<p>M. MacKenzie requested to add b. Corporate Compliance and Ethics to New Business, K. Bejcek motioned to approve this addition and the revised agenda, R. Courier Aumock seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><u>APPROVAL OF MINUTES:</u></p> <p>a. Approval of Minutes from August 31, 2022 b. Approval of Closed Minutes from August 31, 2022 c. Approval of Additional Closed Minutes from August 31, 2022 d. Approval of Special Minutes of September 14, 2022</p>	<p>F. DeWyse motioned to approve minute's a. – d., R. Courier Aumock seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><u>PUBLIC COMMENT:</u></p>	<p>None.</p>

NEW BUSINESS:

- a. Department Presentation-Social Services

- b. Corporate Compliance and Ethics

M. MacKenzie introduced Kristy Baldwin, Social Services Director of the facility. K Baldwin presented her department's various roles and responsibilities in the facility to the board, with discussion regarding wages.

M. MacKenzie introduced Julia Madigan. J. Madigan, Social Worker/Corporate Compliance and Ethics Officer for BCMCF, informed the board of updates by CMS that are drastically changing. Julia is creating policies that bring the facility into compliance. J Madigan will be present at future board meetings.
The updated Corporate Compliance and Ethics Policy was reviewed in session.

R. Courier Aumock motioned to receive information provided and approve the Corporate Compliance and Ethics Policy. F. DeWyse seconded the motion.

All in favor; motion carried.

CONSTRUCTION UPDATE:

None.

ADMINISTRATOR REPORT:

- a. Patient Opinion Survey

- b. Census

- c. Worker's Compensation

- d. D.O.N. Update

M. MacKenzie informed the board that surveys received were satisfactory for the month of August '22.

Census for August, 2022 was 80.5%. In the month of August there were 12 admits, 11 discharges and 1 expiration. Census for September, 2022, currently is 13 admits, nine discharges and two expirations with an average census of 78.8%.

Deferred to Closed Session.

J. Kelly informed the board that three residents tested positive for Covid. Two residents tested positive this morning, opening the 2 EAST Covid Unit. To date, for September, 2022, 12 employees have tested positive.

The Bivalent Covid vaccine is now available to residents and employees. Hometown Pharmacy is looking into providing a clinic for this vaccination. The Influenza vaccine was received yesterday, residents will receive the vaccination first, followed by employees.

A S.L.I.C. (State Licensing Infection Control) survey was recently performed in the facility. This preventative

measure is done to help with compliance in a non-punitive fashion.

J. Kelly expressed gratitude to the board on behalf of the Nursing Department for approved increase of nursing wages. Six full-time and three per diem employees have been hired.

2023 retiree insurance premiums were discussed. F. DeWyse motioned to approve keeping the retiree premiums at the 2021 amounts for each plan, K. Bejcek seconded the motion.

All in Favor; motion carried.

K. Bejcek motioned receive the Administrator Report a., b., c., and DON Report, d., F. DeWyse seconded the motion.

All in Favor; motion carried.

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. Budget Amendments Under \$25,000
- h. 2021/2022 Summaries
- i. 2023 Budget
 - i. Budget Resolution
 - ii. Budget Summary 2022/2023
 - iii. Capital Expense Summary

J. McCarthy updated the board with August '22 financials. In the month of August, a shortage of \$899,000 with \$6.4M in cash and county investments. Current assets have increased \$5.5M. Net position is \$18.6M and year-to-date loss is \$1.447M. Days-cash-on-hand increased from 95 to 106 days. Accounts receivables is at 13.97% over 90 days and 0.030% of bad debt. Overtime is at 74.5% of amended budget with 67% of the year.

- The DHHS 2020 Medicaid Audit is complete with their 9/27/22 exit interview.
- The Federal Funds Audit by Rehmann Robson is complete with no findings.
- Implementation process is underway for our new purchasing software, Hybrent. Anticipating to fully utilize by 11/1/2022.
- Friends of BCMCF met on personal time.
- Upcoming Alzheimer's Walk event on 10/1/2022 in Bay City will feature BCMCF as a sponsor. A few employees will be in attendance to hand out small giveaways, millage postcards and be present in the community to market the facility.

The 2023 Budget was presented to the board and results will be sent to the County along with the Budget and Capital Expense Summaries.

Departmental budgets were emailed to the board last week. J. McCarthy is anticipating additional 2023 amendments by November, 2022 board meeting for the County's

	<p>indirect cost sharing, 2023 Medicaid rate, pension contribution and possible grant receipts.</p> <p>F. DeWyse motioned to receive the Financial Report a., c., d., e., g., and h. and approve b. Accounts Payable Summary, f. i. Budget Amendments, and i. 2023 Budget, K. Bejcek seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><u>MAINTENANCE DEPARTMENT:</u></p>	<p>F. DeWyse motioned to receive Maintenance Report, R. Courier Aumock seconded the motion,</p> <p>All in Favor; motion carried.</p>
<p><u>POLICY APPROVALS:</u></p> <p>a. Activities</p> <ul style="list-style-type: none"> 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 <p>b. Administrative</p> <ul style="list-style-type: none"> i. Educational Reimbursement ii. Equal Employment Opportunity iii. Hearing Protection iv. Flexible Spending v. Family and Medical Leave Act vi. Nursing Mothers vii. Requests for Medical Records viii. Solicitation Distribution ix. Telephone Use x. Union Requests for Information <p>c. Emergency Preparedness</p> <ul style="list-style-type: none"> i. Emergency Preparedness ii. Workplace Violence iii. Emergency Staffing iv. Fire Safety v. Fire Watch vi. Severe Weather vii. Water Management 	<p>K. Bejcek motioned to approve Activity Policies #1.-#9., Administrative Policies #1. -#10., Emergency Preparedness Policies #1.-#7. and Nursing Policies #1.-#25. F. DeWyse seconded the motion.</p> <p>All in Favor; Motion carried.</p> <p>At 5:40 p.m. K. Bejcek motioned to go into Closed Session, R. Courier Aumock seconded the motion.</p> <p>All in Favor; motion carried.</p>

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

CLOSED SESSION:

Roll Call: K. Bejcek; aye, R. Courier Aumock; aye, F. DeWyse; aye, M. MacKenzie; aye

M. Mackenzie was excused at 6:20 p.m. Board member only Closed Session resumed.

Returned to Regular Session at 6:40 p.m.

K. Bejcek motioned to receive Administrator's information and Administrator candidate discussion in Closed Session, F. DeWyse seconded the motion.

All in Favor; motion carried.

UNFINISHED BUSINESS:

	None.
<u>MISCELLANEOUS BUSINESS:</u>	None.
<u>ADJOURNMENT:</u>	With no further business, K. Bejcek motioned for adjournment, R. Courier Aumock seconded the motion. All in favor; meeting adjourned at 6:42 p.m.

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

Respectfully submitted,



Kim Bejcek

Dept. of Health & Human Services Board

KB/mnw