



Dept. of Health & Human Services Board  
Frances Dewyse, Chair  
Renee Courier Aumock, Vice Chair  
Bryan Benchley, Board Member

Maureen MacKenzie  
Administrator

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**BAY COUNTY MEDICAL CARE FACILITY**  
**BOARD MEETING**  
**DATE: Wednesday, November 30, 2022**  
**TIME: 3:30 p.m.**

F. DeWyse called the Board Meeting to order at 3:31p.m.

**ROLL CALL:**

F. DeWyse, R. Courier Aumock, B. Benchley, present

**PRESENT:**

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

**PUBLIC PRESENT:**

**AGENDA**

**ACTION AND PLAN**

**APPROVAL OF AGENDA:**

- a. Additions:
- b. Corrections:

F. DeWyse welcomed Kyle Weidman, Bryan Benchley and Tazeen Ahmed to those in attendance at the board meeting. T. Ahmed, Medical Director of the facility, introduced himself to the board and upcoming successor, Kyle Weidman, as Administrator.

T. Ahmed informed those in attendance of the great working relationship he has with administration and staff. Encouraged communication to better grow as a team. He also thanked M. MacKenzie for her services and congratulated her on her upcoming retirement.

M. MacKenzie requested to meet Closed Session. F. DeWyse motioned to approve the agenda, R. Courier Aumock seconded the motion.

All in Favor; motion carried.

<p><b><u>APPROVAL OF MINUTES:</u></b></p> <p>a. Approval of Minutes from October 26, 2022</p>	<p>R. Courier Aumock motioned to approve minutes from October 26, 2022, B. Benchley seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><b><u>PUBLIC COMMENT:</u></b></p>	<p>None.</p>
<p><b><u>CONSTRUCTION UPDATE:</u></b></p>	<p>M. Regulski updated the board on the construction project. A meeting on December 14, 2022 will be held to discuss the April, 2023 restart of construction. We anticipate the construction project to be completed by the second quarter of 2024, with an estimated \$5 million to complete.</p> <p>R. Courier Aumock motioned to receive the update, F. DeWyse seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><b><u>NEW BUSINESS:</u></b></p> <p>a. Department Presentation-Business Office</p>	<p>Michele Peruski, Office Manager, informed the board of her roles and responsibilities as the Business Office Manager.</p> <p>F. DeWyse motioned to receive information provided in New Business, R. Courier Aumock seconded the motion.</p> <p>All in favor; motion carried.</p>
<p><b><u>ADMINISTRATOR REPORT:</u></b></p> <p>a. Patient Opinion Survey</p> <p>b. Census</p> <p>c. Worker's Compensation</p>	<p>M. MacKenzie informed the board that surveys and letters received had very positive comments and additional information provided from thankful families for care received throughout the month of October and November.</p> <p>Average census for October, 2022 was 95.1 or 71%. In the month of October there were 14 admits, 14 discharges and two expirations. To date, census for November, 2022, is 14 admits, 7 discharges and 4 expirations with an average census of 93.9 or 78%.</p> <p>M. MacKenzie stated our worker's compensation case #0356-16-11532 no showed her November court date. Case is expected to be dismissed 12/7/22. Claimant does have the right to re-file.</p>

d. D.O.N. Update

J. Kelly informed the board of Covid positivity in the facility. Nine employees and three resident positives were identified in the month of November. To date, two residents remain in the Covid Unit. Bay County level of transmission remains high.

One nurse and eight CNA's were hired. New hires meet with Human Resources, Infection Control or the Director of Nursing in the first thirty days of hire.

J. Kelly informed the board that we are in our window for our annual survey by the State. She discussed and distributed hand-out information on F-tag citation, scope and severity. Currently there are four facility related incidents that have been reported and plans of correction have proactively been put in place, along with staff education.

B. Benchley motioned to receive the Administrator Report a., b., c., and DON Report, d., R. Courier Aumock seconded the motion.

All in Favor; motion carried.

**FINANCIAL DIRECTOR REPORT:**

- a. Financial Report, October, 2022
- b. Accounts Payable Summary
- c. Payer A/R Aging
- d. Deposit Distribution
- e. Problematic Accounts
- f. Budget 2022
  - i. R-11 Business Office
  - ii. R-12 Nursing
  - iii. R-13 Rehab Therapy Ancillaries
  - iv. R-14 Nursing Ancillaries
  - v. E-48 Network Administration
  - vi. E-49 Social Services
  - vii. E-50 Human Resources
  - viii. E-51 Activities
  - ix. E-64 Nursing Admin/Case Management
  - x. E-65 Nursing
  - xi. 2022 Under \$25,000 Budget Amendments
  - xii. 2021/2022 Budget Summaries
- g. Budget 2023
  - i. R-2 Nursing
  - ii. R-4 Business Office
  - iii. 2023 Under \$25,000 Budget Amendments
  - iv. 2022/2023 Budget Summaries

J. McCarthy updated the board with October '22 financials. October had a shortage of \$57k, with \$6.07M in cash and County Investments at month end. Current assets are up due to the Employee Retention Credit of \$4.8 million and booking of the \$1.47 million from the preliminary cost report. Net position is \$19.9 million, with a year to date loss \$216,000.

Days-cash-on-hand increased from 78 to 101. AR is at 7.78% over 90 days old and 0.034% of bad debt/AR. Overtime is at 89.92% of the amended budget with 83% of the year so far. \$1.3 million spent on personnel and \$784,000 spent on other expenses in the month for an operating loss off \$477,000 and a net increase in net position of \$153,000.

Estimate of Covid expenses and loss revenue from 3/20-10/22 based on census reduction is \$17.3 million.

J. McCarthy and facility Accountant, S. Hackenburg attended the MCMC Fall Financial in October. The conference was insightful and helpful with foreseen updates in reimbursements, industry issues and financial improvements.

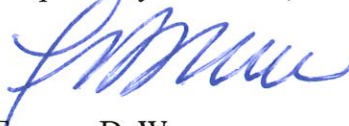
J. McCarthy met with all department supervisors in September to review departmental budgets for the current and upcoming fiscal year. The proposed amendments reduced the facility budget deficit from \$3,886,182 to \$1,117,507; a positive net change of \$2,768,675.

	<p>F. DeWyse motioned to receive the Financial Report a., c., d., e., f. #11., #12. and g. #3 and #4 and approve b. Accounts Payable Summary, 2022 Budget Amendments f.#1-#10 and 2023 Budget Amendments g. #1-#2, R. Courier Aumock seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><b><u>MAINTENANCE DEPARTMENT:</u></b></p>	<p>R. Courier Aumock motioned to receive the Maintenance Department Report, B. Benchley seconded the motion.</p> <p>All in Favor; Motion carried.</p>
<p><b><u>POLICY APPROVALS:</u></b></p> <p>a. Administrative</p> <ul style="list-style-type: none"> <li>i. CNA Renewal</li> <li>ii. Facility Vehicle Usage</li> <li>iii. False Claims and False Statements to Medicare and Medicaid</li> <li>iv. I-9 Forms</li> <li>v. Laundry and Linen</li> <li>vi. Medical Director</li> <li>vii. Missing Items</li> <li>viii. QAPI</li> <li>ix. Resident Clothing</li> <li>x. Routine Cleaning and Disinfection</li> </ul> <p>b. Emergency Preparedness</p> <ul style="list-style-type: none"> <li>i. Active Shooter</li> </ul> <p>c. Nursing</p> <ul style="list-style-type: none"> <li>i. Bedtime Snacks</li> <li>ii. C-Diff</li> <li>iii. Call Light</li> <li>iv. Coronavirus Testing</li> <li>v. Documentation of IV Therapy</li> <li>vi. Employee Covid Vaccination</li> <li>vii. Employee Covid Vaccination and Exemption</li> <li>viii. Hand Hygiene</li> <li>ix. Hospice</li> <li>x. Incontinence Assessment</li> <li>xi. Influenza Vaccine</li> <li>xii. Interdisciplinary Team Plan of Care</li> <li>xiii. Interim Payment Assessment</li> <li>xiv. Interrupted Stay</li> </ul>	<p>F. DeWyse motioned to approve Administrative Policies #1. -#10., Emergency Preparedness Policies #1. and Nursing Policies #1.-#27. F. B. Benchley seconded the motion.</p> <p>All in Favor; Motion carried.</p> <p>At 4:40 p.m. F. DeWyse motioned to go into Closed Session, R. Courier Aumock seconded the motion.</p> <p>All in Favor; motion carried.</p>

<ul style="list-style-type: none"> <li>xv. Maintaining MDS Files</li> <li>xvi. Medications Brought into the Facility by Family Member of Residents</li> <li>xvii. Oral Pharyngeal Suctioning</li> <li>xviii. Ostomy Appliance Application</li> <li>xix. PY-OT-SP Referral</li> <li>xx. Podiatry Services</li> <li>xxi. Scabies</li> <li>xxii. Secured Basement</li> <li>xxiii. Stock Medication</li> <li>xxiv. Suicide Precautions</li> <li>xxv. Tracheostomy Suctioning</li> <li>xxvi. Vascular Access Device Removal</li> <li>xxvii. Vial Samples of Injectable Medications</li> </ul>	
<p><b><u>CLOSED SESSION:</u></b></p>	<p>Roll Call: F. DeWyse; aye, R. Courier Aumock; aye, B. Benchley; aye, M. MacKenzie; aye, J. Kelly; aye, K. Weidman; aye.</p> <p>Returned to Regular Session at 4:50 p.m.</p> <p>F. DeWyse motioned to receive Administrator's information in Closed Session, F. DeWyse seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><b><u>UNFINISHED BUSINESS:</u></b></p>	<p>None.</p>
<p><b><u>MISCELLANEOUS BUSINESS:</u></b></p>	<p>None.</p>
<p><b><u>ADJOURNMENT:</u></b></p>	<p>With no further business, F. DeWyse motioned for adjournment, R. Courier Aumock seconded the motion.</p> <p>All in favor; meeting adjourned at 4:52 p.m.</p>

**NEXT BOARD: December 21, 2022 at 3:30 p.m.**

Respectfully submitted,



Frances DeWyse  
Dept. of Health & Human Services Board