

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



Kyle Weidman
Administrator

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BAY COUNTY MEDICAL CARE FACILITY
BOARD MEETING

DATE: Wednesday, December 21, 2022

TIME: 3:30 p.m.

F. DeWyse called the Board Meeting to order at 3:30p.m.

ROLL CALL:

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

PRESENT:

M. MacKenzie, K. Weidman, J. McCarthy, J. Madigan, C. Bowden, A. Syring, G. Hill, M. Peruski, present; M. Regulski present electronically in Paw Paw, MI, J. Kelly present electronically in Cleveland, OH

PUBLIC PRESENT:

AGENDA

ACTION AND PLAN

<u>AGENDA</u>	<u>ACTION AND PLAN</u>
<u>APPROVAL OF AGENDA:</u> a. Additions: b. Corrections:	K. Weidman requested to add policy discussion to the agenda before XI. Policy Approvals, F. DeWyse motioned to approve the agenda with that addition. R. Courier Aumock seconded the motion. All in Favor; motion carried.
<u>APPROVAL OF MINUTES:</u> a. Approval of Minutes from November 30, 2022	F. DeWyse motioned to approve minutes from November 30, 2022, R. Courier Aumock seconded the motion. All in Favor; motion carried.
<u>PUBLIC COMMENT:</u>	None.

<p><u>NEW BUSINESS:</u></p> <ul style="list-style-type: none"> a. Department Presentation-Infection Control b. VEBA Trust Agreement Amendment 	<p>Candy Bowden, Infection Control Director, informed the board Infection Control’s Department roles and responsibilities at the facility.</p> <p>F. DeWyse motioned to receive information provided in New Business and approve b. VEBA Trust Agreement Amendment, R. Courier Aumock seconded the motion.</p> <p>All in favor; motion carried.</p>
<p><u>CONSTRUCTION UPDATE:</u></p>	<p>M. Regulski updated the board on the construction project. First meeting was held 12/14/22 to review and discuss upcoming construction phases. There will be four implementation phases with two components in each phase to allow for efficient demolition and reconstruction.</p> <p>In 2023, semimonthly meetings will be held; 1/11/23 and 1/25/23.</p> <p>F. DeWyse motioned to receive the update, R. Courier Aumock seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><u>ADMINISTRATOR REPORT:</u></p> <ul style="list-style-type: none"> a. Patient Opinion Survey b. Census c. Worker’s Compensation d. D.O.N. Update 	<p>K. Weidman informed the board of one discharge survey returned this month with favorable feedback. He had spoken with a resident while discharging today and said they were very satisfied with the care received during their stay.</p> <p>Average census for November, 2022 was 82%. In the month of November there were 14 admits, eight discharges and four expirations. To date, census for December, 2022, is 80.3% with 11 admits, eight discharges and one expiration.</p> <p>K. Weidman will be discussing the re-opened case further in the January ‘23 Board Meeting.</p> <p>J. Kelly informed the board of Covid positivity in the facility. The Covid Unit opened for two weeks housing four positive residents. Nine employee positives were identified in the month of November.</p> <p>Staffing continues to be a challenge. Currently 21 CNA and seven nursing positions budgeted are open. To keep necessary staffing ratios and prevent mandating, a \$100 incentive is given to those who pick-up an available shift needed. In the last eleven months, only five staff members</p>

	<p>had to be mandated to work. Since implementation of this incentive, \$356,000 has been expensed this year.</p> <p>R. Courier Aumock motioned to approve and continue the \$100 incentive for eligible shifts 1/1/2023-12/31/2023, F. DeWyse seconded the motion.</p> <p>All in Favor; motion carried.</p> <p>F. DeWyse motioned to receive the Administrator Report a., b., c., and DON Report, d., R. Courier Aumock 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, November, 2022 b. Accounts Payable Summary c. Payer A/R Aging d. Deposit Distribution e. Problematic Accounts f. Budget 2022 <ul style="list-style-type: none"> i. E-66 Contagious Disease Covid-605 ii. E-67 Nursing-613 g. Budget Amendments under \$25,000 h. Budget Summary 2021-2022 	<p>J. McCarthy updated the board with November '22 financials. Current assets are up mainly due to booking the ERC. State grant for Infection Prevention and Control was received in November, 2022. \$43,000 of the \$65,000 has been spent on the new RTU unit for the facility. The remainder of the grant must be expensed by September, 2023.</p> <p>Tax status for employee's that pay their own 4% will be changing effective 1/1/2023. Upon counsel, post-tax will be changed to pre-tax to better benefit employee's state and federal tax withholdings.</p> <p>The new Hybrent purchasing/inventory software will be going live by the end of the month. In-service training will be done for all staff that take items out of Central Supply and specified wings.</p> <p>Days cash on hand for November 2022, increased from 75 to 94 days. AR is at 8.75% over 90 days old and 0.037% of bad debt/AR.</p> <p>F. DeWyse motioned to receive the Financial Report a., c., d., e., g. and h. and approve b. Accounts Payable Summary, 2022 Budget Amendments f.#1-#2, R. Courier Aumock seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><u>MAINTENANCE DEPARTMENT:</u></p>	<p>R. Courier Aumock motioned to receive the Maintenance Department Report, F. DeWyse seconded the motion.</p> <p>All in Favor; Motion carried.</p>
<p><u>POLICY APPROVALS:</u></p> <ul style="list-style-type: none"> a. Administrative 	<p>K. Weidman informed the board of new HIPAA and compliance policies for review and approval. J. Madigan</p>

<ul style="list-style-type: none"> i. BCMCF Hipaa Security and Privacy ii. Identity Theft iii. Wireless Communication Devices <p>b. Nursing</p> <ul style="list-style-type: none"> i. Adverse Drug Event ii. Antibiotic Stewardship iii. Anti-Psychotic Medication Use iv. Blood Glucose Monitoring v. Bowel and Bladder Retaining Program vi. Care of C-PAP and BI-PAP Equipment vii. Consent to Photograph Resident viii. Continuous Bladder Irrigation ix. Documentation of I.V. Therapy x. Ear Irrigation xi. Hyperglycemia xii. Hypoglycemia xiii. Influenza Vaccine xiv. Inpatient Psychiatric Admission Procedure xv. Lice xvi. Nursing Staff Report xvii. Ordering of Missed Medications xviii. Outdoor Safety Assessment Procedure xix. Oxygen Administration xx. Pain Assessment and Management Protocol xxi. Physician Visits and Physician Delegation xxii. Podiatry xxiii. Pulse Oximetry xxiv. Receipt of Property and Release of Body to Funeral Director xxv. Reporting and Monitoring of Incidents xxvi. Restraint xxvii. Standard Lab Work Protocol xxviii. Tracheostomy Suctioning xxix. Transfer and Discharge xxx. Urinalysis Orders xxxi. Vital Sign 	<p>provided a security risk assessment on the facility and all required policies have been put into place.</p> <p>R. Courier Aumock motioned to approve Administrative Policies #1. -#3. and Nursing Policies #1.-#31. F. DeWyse seconded the motion.</p> <p>All in Favor; Motion carried.</p>
<p><u>CLOSED SESSION:</u></p>	<p>None.</p>
<p><u>UNFINISHED BUSINESS:</u></p>	<p>None.</p>
<p><u>MISCELLANEOUS BUSINESS:</u></p>	<p>None.</p>

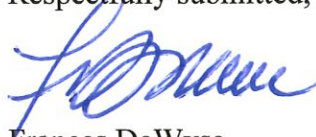
ADJOURNMENT:

With no further business, F. DeWyse motioned for adjournment, R. Courier Aumock seconded the motion.

All in favor; meeting adjourned at 4:31 p.m.

NEXT BOARD: January 25, 2022 at 3:30 p.m.

Respectfully submitted,



Frances DeWyse
Dept. of Health & Human Services Board

fd/mnw