



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: Monday February 27, 2023
TIME: 10:00 a.m.

R. Courier Aumock called the Board Meeting to order at 10:02 a.m.

ROLL CALL:

R. Courier Aumock, B. Benchley; present

PRESENT:

K. Weidman, J. Madigan, K. Gonzales, A. Banks, M. Peruski; present, J. McCarthy present electronically Bay City, MI

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 a closed session. B. Benchley 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 January 25, 2023 b. Approval of Closed Minutes January 25, 2023	R. Courier Aumock motioned to approve both regular and closed minutes from January 25, 2023, B. Benchley seconded the motion. All in Favor; motion carried.
<u>PUBLIC COMMENT:</u>	None.
<u>NEW BUSINESS:</u> a. Department Presentation-Human Resources	K. Gonzales, Human Resource Director and A. Banks, Employee Benefits Specialist, informed the board of the department's roles and responsibilities at the facility.

B. Benchley motioned to receive information provided in New Business, R. Courier Aumock seconded the motion.

All in favor; motion carried.

ADMINISTRATOR REPORT:

a. Patient Opinion Survey

K. Weidman informed the board of several satisfactory discharge surveys returned in the month of January. An additional discharge survey question was added per request of the board and anticipate returned survey responses soon.

b. Census

Average census for January, 2023 was 69%. In the month of January there were 11 admits, 14 discharges and three expirations. To date, census for February 2023, is 70% with six admits, 13 discharges and three expirations.

c. Worker's Compensation

K. Weidman informed the board that a trial date for a worker's compensation case is set for February 28, 2023.

d. Strategic Planning

K. Weidman discussed future planning for the facility. With board approval, K. Weidman requested market experts, Plante Morane to conduct a market study on ways to stay competitive in the Bay County area.

B. Benchley motioned to approve a market study conducted by Plante Moran, R. Courier Aumock seconded the motion.

All in favor; motion carried.

e. D.O.N. Update

J. Kelly provided a covid update to the board of COVID positives as of February 22, 2023. There was one resident and ten staff tested positives since 2/1/2023. An increase of stomach viruses has been present, Infection Control is keeping a close eye on community residents.

In the month of February, the facility hired twelve CNA's and one RN is starting this week.

J. Kelly supplied handouts for the board and discussed survey results of a mock-survey performed in the facility on January 26, 2023. Results indicated the facility was compliant with the applicable wound care and fall prevention. The surveyor suggested tips on being more efficient, which she is looking to implement.

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

All in Favor; motion carried.

FINANCIAL DIRECTOR REPORT:

- a. Construction Project Update
- b. Financial Report
 - i. December, 2022
 - ii. January, 2023
- c. Accounts Payable Summary
- d. Payer A/R Aging
- e. Deposit Distribution
- f. Problematic Accounts

J. McCarthy updated the board with the tentative start date of demolition on 3/9/23. Bi-weekly meetings are ongoing with Goudreau and others and J. R. Heineman is now onsite. Construction to first and second floor composite phasing plans were reviewed and discussed.

J. McCarthy informed the board of the revised collection process and billing procedures in the Business Office. New marketing for the facility is underway with the help of a Catchafire consultant to develop and marketing plan for this month. Good ideas are being discussed and a summary will be presented next month.

Kathy Syder, Director of Midland Area Wellbeing Coalition is to attend a manager meeting this month with supervisors to help build morale and employee retention.

Medicaid Audit for 2021 was completed with no major findings or adjustments. Preparation for the upcoming financial audit and cost report is underway and scheduled for mid-April. Cares Act reporting for federal funds received in quarter four of 2021 is due at the end of March.

In the month of January, current liabilities are down mainly due to decrease in workers compensation liability and due to State. Net position for capital is higher due to 2022 millage. Increase in working capital of \$4.5 million, a significant change from 2022. Days cash on hand is 139. AR is at 8.11% over 90 days and .001% of bad debt/AR.

R. Courier Aumock motioned to receive the Financial Report a.,b., d. and e. and approve c. Accounts Payable Summary, B. Benchley seconded the motion.

All in Favor; motion carried.

MAINTENANCE DEPARTMENT:

R. Courier Aumock motioned to receive the Maintenance Department Report, B. Benchley seconded the motion.

All in Favor; Motion carried.

POLICY APPROVALS:

- a. Administrative
 - i. Anti-Nepotism
 - ii. Business Associate Agreement
 - iii. Collections
 - iv. Confidentiality

R. Courier Aumock motioned to approve Administrative Policies #1.- #16., Disaster Policies #1. -#9. and Nursing Policies #1.-#10. B. Benchley seconded the motion.

All in Favor; Motion carried.

- v. Conflict of Interest
- vi. Dress Code
- vii. Ethics Committee
- viii. False Claims
- ix. Notification of Absence
- x. Pay Distribution
- xi. Personnel Records
- xii. Reporting of Suspected Crimes under the Elder Justice Act
- xiii. Social Media
- xiv. Vehicle Safety
- xv. Whistleblower Protection
- xvi. Work Flex

b. Disaster

- i. Active Shooter
- ii. Bomb Threat
- iii. Emergency Communication
- iv. Emergency Preparedness
- v. Incident Command System
- vi. Lockdown
- vii. Missing Resident/Elopement
- viii. Shelter in Place
- ix. Workplace Violence

c. Nursing

- i. Covid 19 Vaccination
- ii. Diet Order
- iii. Discharge Against Medical Advice
- iv. Elopement Assessment
- v. Employee Covid Vaccination Exemption
- vi. External Catheter on Adult Male
- vii. Nutrition and Fluid Assessment
- viii. Specialized Nutritional Support
- ix. Tuberculosis Exposure Control Plan
- x. Warfarin Dosing Program

At 10:54 a.m. R. Courier Aumock motioned to go into closed session, B. Benchley seconded the motion.

All in Favor; motion carried.

CLOSED SESSION:

Roll Call: R. Courier Aumock; aye, B. Benchley; aye, K. Weidman; aye.

Returned to Regular Session at 11:10 a.m.

B. Benchley motioned to approve Administrator's request in closed session, R. Courier Aumock seconded the motion.

All in Favor; motion carried.

<u>UNFINISHED BUSINESS:</u>	None.
<u>MISCELLANEOUS BUSINESS:</u>	None.
<u>ADJOURNMENT:</u>	With no further business, R. Courier Aumock motioned for adjournment, B. Benchley seconded the motion. All in favor; meeting adjourned at 11:11 a.m.

NEXT BOARD: March, 30 2023 at 2:00 p.m.

Respectfully submitted,



Frances DeWyse
Dept. of Health & Human Services Board

fd/mnw