

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



Kyle Weidman
Administrator

564 W. Hampton Rd.
Essexville, Michigan 48732
(989) 892-3591 * Fax (989) 892-6991
Web Site: www.BayCountyMCF.com

BAY COUNTY MEDICAL CARE FACILITY
BOARD MEETING
DATE: Monday March 30, 2023
TIME: 2:00 p.m.

R. Courier Aumock called the Board Meeting to order at 2:01 p.m.

ROLL CALL:

F. DeWyse, R. Courier Aumock; present

PRESENT:

K. Weidman, J. Kelly, J. McCarthy, J. Madigan, N. Whiteherse, M. Peruski; present

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 d. Marketing Strategic Planning to the Administrator Report and Closed Session. F. DeWyse motioned to approve the agenda with those additions. R. Courier Aumock seconded the motion. All in Favor; motion carried.
<u>APPROVAL OF MINUTES:</u> a. Approval of Minutes from February 27, 2023 b. Approval of Closed Minutes February 27, 2023	R. Courier Aumock motioned to approve both regular and closed minutes from February 27, 2023, F. DeWyse seconded the motion. All in Favor; motion carried.
<u>PUBLIC COMMENT:</u>	None.
<u>NEW BUSINESS:</u> a. Department Presentation-Dietary	N. Whiteherse, Director of Dining informed the board of the department's roles and responsibilities at the facility. F. DeWyse 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 pleasing feedback from residents and family members in recent weeks. The Activity Department was mentioned in recent surveys for it's engaging programs that the community enjoys and looks forward to daily.

b. Census

Average census for February, 2023 was 70%. In the month of February there were seven admits, five discharges. As of today, March 30, 2023, there has been 12 admits, 11 discharges and three expirations.

c. Worker's Compensation

K. Weidman informed the board he is awaiting information on two pending claims.

d. Strategic Planning

K. Weidman updated the board with the ongoing marketing initiatives progressing at the facility. A marketing consultant is now working with our Receptionist/Marketing employee to help boost our social media presence in the community while representing the facility and developing a plan with skilled guidance. Nursing Home Week is approaching in May and all employees will receive a BCMCF tee shirt in appreciation. A podcast, "Hey, Bay City!" representing the facility will be broadcasted next week. Plante Moran is expected to have a final analysis in four to six weeks outlining different levels of senior living in the area and it's everchanging market.

e. D.O.N. Update

J. Kelly informed the board of four residents and eight employee Covid-19 positives since February '23. The facility's annual survey was performed on 2/28 and staff education has started to facilitate audits to confirm effective changes. K. Weidman announced the facility's plan of correction was just submitted. J. Kelly stated that staffing has improved with some employees returning to work and an additional staffing agency being utilized.

R. Courier Aumock motioned to 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. Construction Project Update
- b. Financial Report

J. McCarthy updated the board on the upcoming construction start in April with demolition of rooms. A

<ul style="list-style-type: none"> i. December, 2022 ii. February, 2023 c. Accounts Payable Summary d. Payer A/R Aging e. Deposit Distribution f. Problematic Accounts 	<p>contract was signed with Heritage Dialysis, to provide in-house dialysis providing increased health benefits for our current and future residents. Residents that need dialysis currently leave the facility for their appointments a few times a week, for extended periods of time. With this specialty, residents would have their treatment in the convenience of the facility more often but less duration of appointment time creating a better quality of life and less dietary restrictions. This renovation will decrease the amount of staff out of the facility, transporting residents to their appointments to instead, more time in the facility to focus on resident care with in-house appointments. On 3/9 Hampton Township approved our work permit and at this time, it's anticipated to be in full operation by September '23.</p> <p>J. McCarthy informed the board of February financials. Increase in cash flow of \$.797M from last month. Current liabilities are down, mainly to do with decrease in worker's compensation liability and due to state. Net position for capital is higher, \$4.8M due to millage receipts. Operating loss and net change in equity position lower mainly due to less received in charges for services compared to last February. Days cash on hand is 158, AR is at 4.76% over 90 days old and .007% of bad debt/AR.</p> <p>Budget reviews will be done with all managers in the next two weeks and any needed amendments will be present at the next board meeting.</p> <p>R. Courier Aumock motioned to receive the Financial Report a.,b., d. and e. and approve c. Accounts Payable Summary, F. DeWyse 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. Activities <ul style="list-style-type: none"> i. Activity Spaces and Equipment Policy and Procedure ii. Removing a Disruptive Resident from an Activity iii. Safety Precautions for Activities b. Administrative 	<p>R. Courier Aumock motioned to approve Activities Policies #1-#3, Administrative Policies #1.- #10. and Nursing Policies #1.-#13. F. DeWyse seconded the motion.</p> <p>All in Favor; Motion carried.</p> <p>At 2:44 p.m. F. DeWyse motioned to go into closed session, R. Courier Aumock seconded the motion.</p> <p>All in Favor; motion carried.</p>

- i. Acceptable Use Policy for I.T. Systems
- ii. Compliance with Reporting Allegations of Abuse/Neglect/Exploitation
- iii. Credentialing and Medical Staff
- iv. Facility Assessment
- v. Labeling Clothing
- vi. Personal Furniture
- vii. Physician & Provider Credentialing
- viii. Professional Education Internship Program
- ix. Reimbursements for C.N.A. Training & Testing
- x. Smoking and Tobacco

c. Nursing

- i. Automatic Stop Orders
- ii. Bed Bug Prevention and Management Policy
- iii. Catheter Bag Policy
- iv. Catheter Care Policy
- v. Catheterization of a Female
- vi. Catheterization of a Male
- vii. Continuous Bladder Irrigation
- viii. Enteral Tube Medication Administration
- ix. Examination For And/or Removal of Fecal Impaction
- x. Indwelling Catheter Removal
- xi. Irrigation Of Indwelling Catheter
- xii. Nebulizer Aerosol Treatment Policy
- xiii. Replacement Of Gastrostomy Tube

<u>CLOSED SESSION:</u>	<p>Roll Call: F. DeWyse, R. Courier Aumock; aye, K. Weidman; aye.</p> <p>Returned to Regular Session at 3:00 p.m.</p> <p>F. DeWyse motioned to approve Administrator's request in closed session, R. Courier Aumock seconded the motion.</p> <p>All in Favor; motion carried.</p>
<u>UNFINISHED BUSINESS:</u>	None.
<u>MISCELLANEOUS BUSINESS:</u>	None.
<u>ADJOURNMENT:</u>	<p>With no further business, F. DeWyse motioned for adjournment, R. Courier Aumock seconded the motion.</p> <p>All in favor; meeting adjourned at 3:01 p.m.</p>

NEXT BOARD: May 24, 2023 at 2:00 p.m.

Respectfully submitted,



Frances DeWyse
Dept. of Health & Human Services Board

fd/mnw