

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 April 26, 2023
TIME: 2:00 p.m.

F. DeWyse called the Board Meeting to order at 2:01 p.m.

ROLL CALL:

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

PRESENT:

K. Weidman, J. Kelly, J. McCarthy, J. Madigan, 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:	J. Madigan requested to add a. First Quarter Compliance Update to New Business. 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 March 30, 2023 b. Approval of Closed Minutes March 30, 2023	R. Courier Aumock motioned to approve both regular and closed minutes from March 30, 2023, F. DeWyse seconded the motion. All in Favor; motion carried.
<u>PUBLIC COMMENT:</u>	None.
<u>NEW BUSINESS:</u> a. First Quarter Compliance Update	J. Madigan informed the board with first quarter updates. No complaints were made on the hotline or received by mail for the first three months of 2023. Since her start as Corporate Compliance and Ethics Officer, J. Madigan has been strengthening and auditing programs, including but no

limited to, cyber security and risk management. Recently, a manual has been created for staff to view current and updated policies. Laws, employee education and memos are now posted on the compliance board located in the Café. K. Weidman expressed to the board on the great job she is doing for the facility.

B. Benchley motioned to receive New Business, F. DeWyse seconded the motion.

All in Favor; Motion carried.

ADMINISTRATOR REPORT:

a. Patient Opinion Survey

K. Weidman informed the board of the positive and appreciative feedback from residents and family members in the month of March. Marketing efforts have begun to share resident testimonials soon. Once created, plans are being made to implement and share testimonials on the facility's social media platforms, which has had a big uptick for the facility recently.

b. Census

Average census for March, 2023 was 70%. In the month of March there were 13 admits, 13 discharges and three expirations. As of today, April 26, 2023, there has been ten admits, six discharges and three expirations with a census of 71.5%.

c. Worker's Compensation

K. Weidman informed the board of a control date of June 21, 2023.

d. Strategic Planning

K. Weidman updated the board with the ongoing strategic planning study with Plante Moran. Currently, Plante Moran is taking the next suitable steps looking into census and competitor information, hospital referral sources and acuity numbers in the area. He added that outcome will be shared with the Board in approximately 4-6 weeks.

e. D.O.N. Update

J. Kelly informed the board that the facility has been in a covid outbreak status, never going 14 days without a positive since March, 2022. On April 21st the facility was informed that Bay County was at a substantial level making masks optional. In addition, there is no longer a requirement to test residents or staff unless they have symptoms. Updated regulations are expected after May 12th which is the official end to the Covid Pandemic. Staffing has improved for nurses with Maximum, a new staffing agency and allowing staff a reprieve and less overtime.

The facility's necessary training has been completed and plan of correction was accepted by the State on April 15th. April 20th two surveyors revisited to check compliancy.

R. Courier Aumock motioned to receive the Administrator Report a., b., c., d. and DON Report, e., F. DeWyse seconded the motion.

All in Favor; motion carried.

FINANCIAL DIRECTOR REPORT:

- a. Construction Project Update
- b. Financial Report
 - i. December, 2022
 - ii. March, 2023
- c. Accounts Payable Summary
- d. Payer A/R Aging
- e. Deposit Distribution
- f. Problematic Accounts
- g. 1st Quarter Donations
- h. Budget Amendments
 - i. R-6 Rehab Therapy Ancillaries
 - ii. R-8 Business Office/ Finance
 - iii. R-9 Nursing
 - iv. E-12 Building and Grounds
 - v. E-15 Restorative
 - vi. E-16 Activities
 - vii. E-17 Assessments
 - viii. E-19 Laundry
 - ix. E-23 Administrator
 - x. E-25 Rehab Therapy Ancillaries
 - xi. E-26 Retirees
 - xii. E-28 Dietary
 - xiii. E-29 Business Office
 - xiv. E-30 Nursing Admin/ Case Management
 - xv. E-31 Nursing
 - xvi. E-32 Nursing Ancillaries
 - xvii. E-33 Post Employment
- i. Under \$25,000 Budget Amendments
- j. 2022/2023 Budget Summaries

J. McCarthy updated the board on the upcoming construction project. Bi-weekly meetings are ongoing and onsite. Demolition and construction has been delayed, awaiting estimates from the plumbing subcontractor.

Rehmann was on site for the past two weeks conducting our financial audit, a completed draft of our financials is expected after the Bay County audit, later in May. Rehmann to present them in July to the Board.

Budget reviews were held with department heads to review budgets at first quarter, resulting in the first budget surplus since 2018.

J. McCarthy informed the board of March, 2023 financials. Net position for capital higher due to millage receipts. Operating loss and net change in equity position lower mainly due to less received in charges for services comparec to March of last year. Ratios that have changed significantly from 2022 include the increase in working capital of \$4.8M. Days cash on hand is 133. AR is at 7.06% over 90 days old and .005% of bad debt/AR.

B. Benchley motioned to receive the Financial Report a.,b., d., e., f., g., i., j. and approve c. Accounts Payable Summary and h. Budget Amendments, #1-#17, F. DeWyse seconded the motion.

All in Favor; motion carried.

MAINTENANCE DEPARTMENT:

R. Courier Aumock motioned to receive the Maintenance Department Report, F. DeWyse seconded the motion.

All in Favor; Motion carried.

POLICY APPROVALS:

- a. Administrative
 - i. Annual Operating Budget
 - ii. Code of Conduct and Ethics
 - iii. Discriminatory and Sexual Harassment
 - iv. End of Month Medicare Triple Check
 - v. Facility Issued Credit Card
 - vi. Internet Use
 - vii. Purchasing
 - viii. S&A
 - ix. Travel Policy and Regulations
 - x. Workers Compensation
- b. Emergency Preparedness
 - i. Fire Safety
- c. Nursing
 - i. Aid to Choking Victim: Conscious or Unconscious
 - ii. Blood Glucose Monitoring
 - iii. Clinical Nutrition Services
 - iv. Infection Outbreak Response and Investigation
 - v. Maintenance of Oxygen Equipment
 - vi. Psychotropic Medication Use
 - vii. Resident Falls
 - viii. Suprapubic Catheter Insertion and Removal
 - ix. Safety Wheelchair Transportation
 - x. Use of Assistive Devices

R. Courier Aumock motioned to approve Administrative Policies #1.- #10, Emergency Preparedness Policies #1 and Nursing Policies #1.-#10. F. DeWyse seconded the motion.

All in Favor; Motion carried.

CLOSED SESSION:

None.

UNFINISHED BUSINESS:

None.

MISCELLANEOUS BUSINESS:

None.

ADJOURNMENT:

With no further business, F. DeWyse motioned for adjournment, B. Benchley seconded the motion.

All in favor; meeting adjourned at 3:00 p.m.

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

Respectfully submitted,



Frances DeWyse
Dept. of Health & Human Services Board

fd/mnw