

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



Kyle Weidman
Administrator

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BAY COUNTY MEDICAL CARE FACILITY
BOARD MEETING
DATE: Wednesday June 28, 2023
TIME: 2:00 p.m.

R. Courier Aumock called the Board Meeting to order at 2:02 p.m.

ROLL CALL:

R. Courier Aumock, B. Benchley; present

PRESENT:

K. Weidman, S. Griffor, J. McCarthy, J. Madigan, M. Peruski; present,

PUBLIC PRESENT: R. Gainforth

AGENDA

ACTION AND PLAN

<p><u>APPROVAL OF AGENDA:</u></p> <p>a. Additions: b. Corrections:</p>	<p>K. Weidman introduced S. Griffor as Interim D.O.N. S. Griffor has worked at the facility for over 25 years and is covering responsibilities until interviews for the position are completed. K. Weidman requested to add Closed Session and remove a participant from the agenda. B. Benchley motioned to approve the agenda with that addition and correction. R. Courier Aumock seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><u>APPROVAL OF MINUTES:</u></p> <p>a. Approval of Minutes from May 24, 2023 b. Approval of Closed Minutes from May 24, 2023</p>	<p>R. Courier Aumock motioned to approve May 24, 2023 Minutes and May 24, 2023 Closed Minutes, B. Benchley seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><u>PUBLIC COMMENT:</u></p>	<p>None.</p>
<p><u>NEW BUSINESS:</u></p> <p>a. Election of Chair and Vice Chair</p>	<p>R. Courier Aumock announced the need for election Board Chair and Vice Chair.</p>

	<p>B. Benchley motioned for R. Courier Aumock to take over as Chair, R. Courier Aumock seconded the motion.</p> <p>All in Favor; motion carried.</p> <p>R. Courier Aumock motioned for B. Benchley to become Vice Chair, B. Benchley seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><u>ADMINISTRATOR REPORT:</u></p> <p>a. Patient Opinion Survey</p> <p>b. Census</p> <p>c. Worker's Compensation</p> <p>d. D.O.N. Update</p>	<p>K. Weidman informed the board of the positive returned surveys received in the month of May, including cards from resident family members thanking us for the care given to their loved ones.</p> <p>Average census for May, 2023 was 70%. In the month of May there were 17 admits, 10 discharges and three expirations. As of today, June 28, 2023, there has been 13 admits, five discharges and one expiration with a census of 71.5%/88.</p> <p>K. Weidman stated he is waiting to hear from council for case #1 and requests to discuss case #2 in Closed Session.</p> <p>K. Weidman informed the board ten nurses and ten C.N.A.'s were hired last month.</p> <p>R. Courier Aumock motioned to receive the Administrator Report a., b., c. and D.O.N. Report, d., B. Benchley seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><u>FINANCIAL DIRECTOR REPORT:</u></p> <p>a. Construction Project Update</p> <p>b. Financial Report</p> <p> i. December, 2022</p> <p> ii. May, 2023</p> <p>c. Accounts Payable Summary</p> <p>d. Payer A/R Aging</p> <p>e. Deposit Distribution</p> <p>f. Problematic Accounts</p> <p>g. Budget Amendments</p> <p> i. R-11 Business Office</p> <p> ii. R-15 Nursing</p> <p> iii. R-16 Rehab Therapy Ancillaries</p>	<p>J. McCarthy informed the board that a meeting was held this morning, J.R. Heineman to resume project in three weeks. Project estimation start to finish is four months.</p> <p>J. McCarthy spoke on financials in the month of May, 2023. Current ratio is 12.13, AR is at 6.4% over 90 days old and .002% of bad debt/AR.</p> <p>Rehmann has completed the draft report for the facility's annual financial audit with no major findings. Representatives are expected at next month's board meeting to present. Multiple facility contracts are being reviewed for updates and cost savings.</p> <p>Work anniversary bonuses are now reinstated to recognize</p>

<ul style="list-style-type: none"> iv. R-17 Nursing Ancillaries v. E-36 Activities vi. E-37 Business Office vii. E-38 Buildings and Grounds viii. E-39 Dietary ix. E-48 Laundry x. E-51 Nursing h. Under \$25,000 Budget Amendments i. 2022/2023 Budget Summaries 	<p>employee anniversaries. A luncheon is to be held in the first week of August to present certificates with bonus notices. Marketing for the facility is in full swing. Bay Metro bus wrap is set for the next six months and logos were affixed to the facility vehicles. Employees are volunteering their time at the Summer Wednesday night concerts downtown Bay City. The facility has a booth featuring upcoming events and brochures informing the community of everything the facility has to offer. HR Director, K. Gonzales to speak at the upcoming June Chamber meeting. The facility is also sponsoring and advertising in several other community events and listings.</p> <p>B. Benchley motioned to receive the Financial Report a., b., d., e., f. and approve c. Accounts Payable Summary and g. Budget Amendments, B. Benchley 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, B. Benchley 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. Grievances b. Administrative <ul style="list-style-type: none"> i. Anti-Bullying ii. Bed Hold Notice iii. Care Plans iv. Employee Transitional Return-to-Work Program v. Facility Security System Use and Access vi. Personal Electronic Devices c. Nursing <ul style="list-style-type: none"> i. Accessing and De-Accessing an Implanted Vascular Access Port ii. Care of C-PAP and BI-PAP Equipment iii. Catheter Bag iv. Novel Coronavirus Prevention and Response 	<p>R. Courier Aumock motioned to approve Activity Policy #1., Administrative Policies #1.-#6., and Nursing Policies #1.-#8., B. Benchley seconded the motion.</p> <p>All in Favor; Motion carried.</p> <p>At 2:43 p.m. R. Courier Aumock motioned to go into closed session, B. Benchley seconded the motion.</p> <p>All in Favor; motion carried</p>

<ul style="list-style-type: none"> v. Standard Lab Work Protocol vi. Sterile Dressing Change vii. Urinary Catheterization viii. Urine Cultures/Aspiration of Urine From Catheter 	
<p><u>CLOSED SESSION:</u></p>	<p>Roll Call: R. Courier Aumock; aye, B. Benchley; aye, K. Weidman; aye.</p> <p>Returned to Regular Session at 2:53 p.m.</p> <p>B. Benchley motioned to approve Administrator's request in closed session, R. Courier Aumock seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><u>UNFINISHED BUSINESS:</u></p>	<p>None.</p>
<p><u>MISCELLANEOUS BUSINESS:</u></p>	<p>None.</p>
<p><u>ADJOURNMENT:</u></p>	<p>With no further business, R. Courier Aumock motioned for adjournment, B. Benchley seconded the motion.</p> <p>All in favor; meeting adjourned at 2:53 p.m.</p>

NEXT BOARD: July 26, 2023 at 2:00 p.m.

Respectfully submitted,



Renee Courier Aumock
Dept. of Health & Human Services Board

rca/mnp