

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 July 26, 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, S. Hackenberg, M. Peruski; present

PUBLIC PRESENT: Vaughn Begick, Tim Banaszak, Doug Deeter

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 Nursing Policy, Diet to the agenda and Closed Session. B. Benchley 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 June 28, 2023 b. Approval of Closed Minutes from June 28, 2023	R. Courier Aumock motioned to approve May 24, 2023 Minutes and May 24, 2023 Closed Minutes, B. Benchley seconded the motion. All in Favor; motion carried.
<u>PUBLIC COMMENT:</u>	None.
<u>NEW BUSINESS:</u> a. Rehmann Robson Presentation- Doug Deeter	D. Deeter, Rehmann Audit partner, presented the December 31, 2022 audited financial statements to the board. R. Courier Aumock motioned to receive the 2022 audited financial statements, B. Benchley seconded the motion.

All in Favor; motion carried.

ADMINISTRATOR REPORT:

a. Patient Opinion Survey

K. Weidman informed the board of the satisfactory surveys received in the month of June. A previous resident stated it was the best facility he had ever stayed at, as well as, a thank you card\ received from a family for the care provided for a loved one.

b. Census

Average census for June, 2023 was 89.7 or 73%. In the month of June there were 15 admits, 13 discharges and one expiration. As of today, July 28, 2023, for the month of July there has been six admits, 11 discharges and one expiration.

c. Worker's Compensation

K. Weidman stated a control date of 8/16/23 and is awaiting to hear from council.

d. D.O.N. Update

K Weidman introduced Sarah Griffor as the facility's Director of Nursing. Several candidate interviews were held mid-month, Sarah accepted the position on July 25th. S. Griffor has been an employee of the facility for over 25 years and is eager to positively impact the facility and address morale and staffing concerns.

S. Griffor informed the board six job openings are posted at this time and in the past month, several were hired. Nine Nurses and three Dining Room Assistants. Four LPN's are expected to start next week.

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

All in Favor; motion carried.

FINANCIAL DIRECTOR REPORT:

a. Construction Project Update

J. McCarthy informed the board the expected start date of construction is within two weeks. At that time, temporary walls will be put into place to contain dust and debris.

b. Financial Report

i. June, 2023

c. Accounts Payable Summary

d. Payer A/R Aging

e. Deposit Distribution

f. Problematic Accounts

g. Second Quarter Donation Report

J. McCarthy spoke on financials for the month of June, 2023. Current ratio is 11.57, was 7.23 in 2022. Accounts receivable is at 6.2% over 90 days old and .001% of bad debt/AR.

2024 budget hearings are slated to start mid-August '23. Department heads received their departmental worksheets and are working with our Accountant with any inquires.

	<p>J. McCarthy asked the board to approve the request to keep the moratorium on funding capital expenses that started in 2019 and only allow this type of purchase if the need for repair or replacement and is essential to provide services or maintain operations.</p> <p>B. Benchley motioned to approve Financial Director's request to approve continuing the moratorium stated above, R. Courier Aumock seconded the motion.</p> <p>All in Favor; motion carried.</p> <p>B. Benchley motioned to receive the Financial Report a., b., d., e., f., g. and approve c. Accounts Payable Summary, B. Benchley seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><u>MAINTENANCE DEPARTMENT:</u></p>	<p>None.</p>
<p><u>POLICY APPROVALS:</u></p> <ul style="list-style-type: none"> a. Administrative <ul style="list-style-type: none"> i. Maintenance Testing and Training ii. Resident Care Plans b. Disaster Planning <ul style="list-style-type: none"> i. Air Quality ii. Biochemical Agents and Hazardous Materials iii. Emergency Preparation Plan iv. Evacuation Plan c. Nursing <ul style="list-style-type: none"> i. Cardiopulmonary Resuscitation (CPR) ii. Colostomy Irrigation iii. Dental Services iv. Restorative Nursing Services v. Traction Removal of Gastric PEG or PEJ vi. Tube Feeding Administration 	<p>R. Courier Aumock motioned to approve Administrative Policies #1.- #2., Disaster Planning Policies #1.-#4. and Nursing Policies #1.-#6., B. Benchley seconded the motion.</p> <p>All in Favor; Motion carried.</p> <p>At 3:02 p.m. R. Courier Aumock motioned to go into closed session, B. Benchley seconded the motion.</p> <p>All in Favor; motion carried</p>
<p><u>CLOSED SESSION:</u></p>	<p>Roll Call: R. Courier Aumock; aye, B. Benchley; aye, K. Weidman; aye, J. McCarthy; aye.</p> <p>Returned to Regular Session at 3:08 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>
<u>UNFINISHED BUSINESS:</u>	None.
<u>MISCELLANEOUS BUSINESS:</u>	None.
<u>ADJOURNMENT:</u>	<p>With no further business, R. Courier Aumock motioned for adjournment, B. Benchley seconded the motion.</p> <p>All in favor; meeting adjourned at 3:09 p.m.</p>

NEXT BOARD: August 23, 2023 at 2:00 p.m.

Respectfully submitted,



Renee Courier Aumock
 Dept. of Health & Human Services Board

rca/mnp