

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



Kyle Weidman
Administrator

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BAY COUNTY MEDICAL CARE FACILITY
BOARD MEETING

DATE: Wednesday August 23, 2023

TIME: 2:00 p.m.

R. Courier Aumock called the Board Meeting to order at 2:04 p.m.

ROLL CALL:

R. Courier Aumock, B. Benchley; J. Schmidt; present

PRESENT:

K. Weidman, S. Griffor, 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:	<p>R. Courier Aumock introduced new board member, Jill Schmidt to those in attendance. Jill has been an RN for 26 years and had interest to be more civic minded in the community helping where she could.</p> <p>K. Weidman requested to add Administrative Policy, Administrator to the Agenda and move Administrative Report c. Worker's Compensation to Closed Session. B. Benchley motioned to approve the agenda with those additions, R. Courier Aumock seconded the motion.</p> <p>All in Favor; motion carried.</p>
<u>APPROVAL OF MINUTES:</u> a. Approval of Minutes from July 26, 2023 b. Approval of Closed Minutes from July 26, 2023	<p>R. Courier Aumock motioned to approve July 26, 2023 Minutes and July 26, 2023 Closed Minutes, B. Benchley seconded the motion.</p> <p>All in Favor; motion carried.</p>
<u>PUBLIC COMMENT:</u>	None.

<p><u>NEW BUSINESS:</u></p>	<p>None.</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 response from surveys received in the month of July. A letter, from a prior resident's spouse thanked employees at the facility for the exceptional care given to her husband.</p> <p>Average census for July, 2023 was 71.3%. In the month of June there were nine admits, 12 discharges and one expiration. As of today, for the month of July there has been 11 admits, nine discharges and two expirations.</p> <p>K. Weidman requested to defer Worker's Compensation to Closed Session.</p> <p>S. Griffor informed the board six employees were hired in July. Three second shift, CNA positions and three LPN positions have been posted.</p> <p>Currently, there are two Covid positive residents and two positive staff members.</p> <p>R. Courier Aumock motioned to receive the Administrator Report a., b., 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. July, 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>J. McCarthy updated the board on the construction project. Temporary walls be placed down the 50's hallways next week and demolition will begin after Labor Day.</p> <p>The facility applied for the State MCF Workforce Stabilization Grant along with all other MCF's in Michigan and was awarded \$5.9M, as a group. It's purpose is to be utilized for recruitment, training, and career development.</p> <p>2024 budget hearings with all departments are complete. In an effort to reduce expenses, a 10% reduction was requested to all department heads. Preparation is now underway for the 2024 Budget for the County, preliminary approval will be requested from the board on 9/27/23. J. McCarthy spoke on financials for the month of July, 2023.</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>

	All in Favor; motion carried.
<p><u>MAINTENANCE DEPARTMENT:</u></p>	<p>B. Benchley motioned to receive the Maintenance Department Report, R. Courier Aumock seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><u>POLICY APPROVALS:</u></p> <p>a. Administrative</p> <ul style="list-style-type: none"> i. Administrator ii. BCMCF Volunteer Program iii. Compensatory Time Off iv. Corporate Compliance & Ethics Program v. Guest Meal Trays for Families vi. HIPPA Security & Privacy vii. Maintenance Testing & Training viii. Personal TV's and Electrical Equipment <p>b. Disaster Planning</p> <ul style="list-style-type: none"> i. Emergency Communication ii. Emergency Mode Operation iii. Incident Command System <p>c. Nursing</p> <ul style="list-style-type: none"> i. Advanced Directives ii. Assist Bars iii. Behavior Wellness Committee iv. Communicable and Contagious Diseases v. Continuous Glucose Monitors vi. Culturing Wounds and Skin Infections vii. Diet Order viii. Lift Sling Integrity ix. Medical Records Abbreviations & Symbols x. Nasal Spray Administration xi. Reheating Food in Microwave xii. Release of Responsibility for Resident on Leave of Absence xiii. Resident Admission Orders xiv. Safely Handling Hot Liquids xv. Shingrix Vaccine xvi. Standard Lab Work Protocol xvii. Trauma Informed Care xviii. Use of Psychotropic Drugs and Gradual Dose Reductions 	<p>R. Courier Aumock motioned to approve Administrative Policies #1.-#8., Disaster Planning Policies #1.-#3. and Nursing Policies #1.-#18., B. Benchley seconded the motion.</p> <p>All in Favor; Motion carried.</p> <p>At 2:35 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, J. Schmidt; aye, K. Weidman; aye</p> <p>Returned to Regular Session at 2:55 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 2:56 p.m.</p>

NEXT BOARD: September 27, 2023 at 3:00 p.m.

Respectfully submitted,



Renee Courier Aumock
 Dept. of Health & Human Services Board

rca/mnp