



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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DEPARTMENT OF HEALTH & HUMAN SERVICES BOARD MEETING

Date: September 27, 2023
Time: 3:00 pm
Place: Bay County Medical Care Facility Board Room

Participants: Renee Courier Aumock
Bryan Benchley
Jill Schmidt
Kyle Weidman, LNHA
Sarah Griffor, DON
Jaqueline McCarthy, Finance Director
Julia Madigan, Corporate Compliance
Michele Peruski, Board Scribe

Guests: To be introduced, if present

- I. Call meeting to order**
- II. Roll Call**
 - a. In attendance**
- III. Approval of Agenda**
 - a. Additions**
 - b. Corrections**
- IV. Approval of Minutes**
 - a. Regular Minutes of August 23, 2023**
 - b. Closed Minutes of August 23, 2023**
- V. Public Comment**
- VI. New Business**
 - a. November and December '23 Board Dates/Times**
- VII. Administrator Report**
 - a. Patient Opinion Survey**
 - b. Census**
 - c. Worker's Compensation**
 - d. DON Update**
- VIII. Financial Director Report**
 - a. Construction Project Update**
 - b. Financial Report**
 - i. August, 2023**
 - c. Accounts Payable Summary**

- d. **Payer A/R Aging**
 - e. **Deposit Distribution**
 - f. **Problematic Accounts**
 - g. **2024 Budget**
 - i. **Budget Resolution**
 - ii. **Budget Summary**
 - iii. **Capital Expense**
- IX. Maintenance Report**
- X. Policy Approval**
- a. **Activities**
 - i. **Activity Department**
 - ii. **Activity Outing**
 - b. **Administrative**
 - i. **Educational Reimbursement**
 - ii. **Equal Opportunity Employment**
 - iii. **FMLA**
 - iv. **Flexible Spending Account**
 - v. **Hearing and Noise Safety Program**
 - vi. **Nursing Mothers**
 - vii. **Request for Medical Records**
 - viii. **Solicitation/ Distribution**
 - ix. **Telephone Policy for Employees**
 - x. **Union Request for Information**
 - c. **Disaster Planning**
 - i. **Emergency Staffing**
 - ii. **Emergency Water Supply**
 - iii. **Fire Watch**
 - iv. **Water Management Program**
 - v. **Workplace Violence**
 - d. **Nursing**
 - i. **Administration of Ear Drops**
 - ii. **Administration of Eye Drops or Ointments**
 - iii. **Administration of Transdermal Medication Patch**
 - iv. **Bowel Protocol**
 - v. **Controlled Substance & Narcotic Count**
 - vi. **Covid-19 Vaccine and Reporting**
 - vii. **Interdisciplinary Communication**
 - viii. **MDS 3.0 Completion**
 - ix. **Medication Disposition**
 - x. **Medication Errors**
 - xi. **Metered Dose Inhaler Administration**
 - xii. **Negative Pressure Wound Therapy**
 - xiii. **Oral Hygiene and Dental Care**
 - xiv. **Pressure Ulcer Guidelines & Standards of Care**
 - xv. **Relocation of Residents Within the Facility**

- xvi. Resident and Employee Coronavirus Testing Policy
- xvii. Tracheostomy Care
- xviii. Transmission Based Precautions
- xix. X-RAY and EKG Procedures

XI. Go into closed session pursuant to MCL 15.268(c) to consider material exempt from discussion or disclosure by state or federal statute.

XII. Unfinished Business

XIII. Miscellaneous Business

XIV. Adjournment

NEXT BOARD MEETING: October 25th, 2023 at 2 p.m.