



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

Kyle Weidman  
Administrator

564 W. Hampton Rd.  
Essexville, Michigan 48732  
(989) 892-3591 \* Fax (989) 892-6991  
Web Site: [www.BayCountyMCF.com](http://www.BayCountyMCF.com)

## **DEPARTMENT OF HEALTH & HUMAN SERVICES BOARD MEETING**

**Date:** November 30, 2023  
**Time:** 2:30 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  
Alecia Kruse, 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**
  - c. MCSSA Rules for Public Participation DHHS Meetings**
- IV. Approval of Minutes**
  - a. Regular Minutes of October 25, 2023**
  - b. Closed Minutes of October 25, 2023**
- V. Public Comment**
- VI. New Business**
- VII. Administrator Report**
  - a. Patient Opinion Survey**
  - b. Census**
  - c. DON Update**
- VIII. Financial Director Report**
  - a. Construction Project Update**
  - b. Financial Report**
    - i. October, 2023**
  - c. Accounts Payable Summary**
  - d. Payer A/R Aging**

- e. **Deposit Distribution**
- f. **Problematic Accounts**
- g. **Budget 2023**
  - i. **R-18 Business Office**
  - ii. **R-19 Human Resources**
  - iii. **R-20 Dietary**
  - iv. **R-22 Nursing**
  - v. **R-23 Nursing Ancillaries**
  - vi. **R-24 Rehab Therapy Ancillaries**
  - vii. **E- 55 Business Office**
  - viii. **E-57 Network Administrator**
  - ix. **E-59 Post Employment**
  - x. **E-60 Admissions**
  - xi. **E-61 Building & Grounds**
  - xii. **E-63 Laundry**
  - xiii. **E-65 Inservice**
  - xiv. **E-66 Nursing Admin**
  - xv. **E-67 Nursing**
  - xvi. **E-72 Assessments**
  - xvii. **2023 Under \$25,000 Budget Amendment**
  - xviii. **2022/2023 Budget Summaries**

**h. Budget 2024**

- i. **R-1 Nursing**
- ii. **R-2 Rehab Therapy Ancillaries**
- iii. **R-3 Business Office**
- iv. **E-1 Business Office**
- v. **E-2 Nursing**
- vi. **E-3 Network Administration**
- vii. **E-4 Restorative Therapy**
- viii. **E-5 Assessments**
- ix. **E-6 All Departments**
- x. **2024 Under \$25,000 Budget Amendments**
- xi. **2023/2024 Budget Summaries**

**IX. Maintenance Report**

**X. Policy Approval**

**XI.**

- a. **Administrative**
  - i. **Laundry and Linen**
  - ii. **Medical Director**
  - iii. **Pest Management Plan**
  - iv. **Routine Cleaning and Disinfection**

- b. Nursing**
  - i. Administration of Injections**
  - ii. Bedtime Snacks**
  - iii. C-Diff Infection**
  - iv. Call Light System**
  - v. Catheter Bags**
  - vi. Comprehensive Care Plans**
  - vii. Discharge Planning**
  - viii. Hand Hygiene**
  - ix. Hospice**
  - x. House Stock Medication**
  - xi. I.V and Blood**
  - xii. I.V Services**
  - xiii. Incontinence Assessment**
  - xiv. Interrupted Stay**
  - xv. Medications Brought from Home**
  - xvi. Maintaining MDS Assessments**
  - xvii. Oral/ Pharyngeal Suctioning**
  - xviii. Ostomy Appliance Application**
  - xix. Scabies Prevention and Response**
  - xx. Secured Basement**
  - xxi. Suicide Precautions**
  - xxii. Use of PT/OT/ST Referral**
  - xxiii. Vials and Ampules and Injectable Medication**

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

**XIII. Unfinished Business**

**XIV. Miscellaneous Business**

**XV. Adjournment**

**NEXT BOARD MEETING: December 27, 2023 at 2:00 p.m.**