

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: Thursday November 30, 2023**  
**TIME: 2:30 p.m.**

B. Benchley called the Board Meeting to order at 2:33 p.m.

**ROLL CALL:**

B. Benchley; J. Schmidt; present

**PRESENT:**

K. Weidman, S. Griffor, J. McCarthy, J. Madigan, A. Kruse

**PUBLIC PRESENT:** T. Banaszak, G. Phillips, V. Begick

**AGENDA**

**ACTION AND PLAN**

<b><u>AGENDA</u></b>	<b><u>ACTION AND PLAN</u></b>
<b><u>APPROVAL OF AGENDA:</u></b>  a. Additions: b. Corrections: c. MCSSA Rules for Public Participation DHHS Meetings	B. Benchley motioned to approve the agenda, J. Schmidt seconded the motion.  All in Favor; motion carried.
<b><u>APPROVAL OF MINUTES:</u></b>  a. Approval of Minutes from November 30, 2023 b. Approval of Closed Minutes from November 30, 2023	B. Benchley motioned to approve November 30, 2023 Minutes and November 30, 2023 Closed Minutes, J. Schmidt seconded the motion.  All in Favor; motion carried.
<b><u>PUBLIC COMMENT:</u></b>	V. Begick and G. Phillips spoke during public comment.
<b><u>NEW BUSINESS:</u></b>	None.

**ADMINISTRATOR REPORT:**

- a. Patient Opinion Survey
- b. Census
- c. D.O.N. Update

K. Weidman informed the board of the positive response from a resident's family and the exceptional care given to him.

Average census for October 2023 was 84.58%. In the month of October there were 14 admits, 12 discharges and two expirations. As of today, for the month of November there have been seven admits, eight discharges and two expirations.

S. Griffor informed the board there have 15 employees were hired in October. Of those hired, four CNA's, eight LPN's, two RN's, ward clerk and wound Nurse.

We are in the process of getting more 12 hr. shifts in place for Nurse's.

Currently, there were six COVID positive, zero residents and six positive staff members.

B. Benchley motioned to receive the Administrator Report a., b., and D.O.N. Report, c., J. Schmidt seconded the motion.

All in Favor; motion carried.

**FINANCIAL DIRECTOR REPORT:**

- a. Construction Project Update
- b. Financial Report
- c. October, 2023
- d. Accounts Payable Summary
- e. Payer A/R Aging
- f. Deposit Distribution
- g. Problematic Accounts
- h. 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

J. McCarthy updated the board on the construction project and the October financial statements. Net position is at \$26.5 Million with a YTD net loss of \$1.3 Million.

Construction is proceeding as planned and is on schedule. Equipment has been ordered for the dialysis unit.

Union Negotiation – Provided update from November 27, 2023, meeting.

J. McCarthy, K. Weidman and S. Hackenberg attended a very helpful MCMFC Fall Financial Conference.

On November 21, 2023 Plant Moran was on site to set goals and determine focus areas. Very helpful meeting and we plan to get more information to them and meet again in January 2024.

<ul style="list-style-type: none"> <li>viii. E-57 Network Administrator</li> <li>ix. E-59 Post Employment</li> <li>x. E-60 Admissions</li> <li>xi. E-61 Building &amp; Grounds</li> <li>xii. E-63 Laundry</li> <li>xiii. E-65 Inservice</li> <li>xiv. E-66 Nursing Admin</li> <li>xv. E-67 Nursing</li> <li>xvi. E-72 Assessments</li> <li>xvii. 2023 Under \$25,000 Budget Amendment</li> <li>xviii. 2022/2023 Budget Summaries</li>   <li>i. Budget 2024 <ul style="list-style-type: none"> <li>i. R-1 Nursing</li> <li>ii. R-2 Rehab Therapy Ancillaries</li> <li>iii. R-3 Business Office</li> <li>iv. E-1 Business Office</li> <li>v. E-2 Nursing</li> <li>vi. E-3 Network Administration</li> <li>vii. E-4 Restorative Therapy</li> <li>viii. E-5 Assessments</li> <li>ix. E-6 All Departments</li> <li>x. 2024 Under \$25,000 Budget Amendments</li> <li>xi. 2023/2024 Budget Summaries</li> </ul> </li> </ul>	<p>We spent many hours updating the 2024 budget and had reviews with all departments for Q3 2023, amendments were presented.</p> <p>The 2023 amendments increased the facility budget net surplus from \$308,925 to \$498,911; a positive net change of \$189,986.</p> <p>The 2024 amendments increased the budget net surplus from \$949,535 to \$975,520 a positive net change of \$25,985.</p> <p>B. Benchley motioned to receive the Financial Report a., b., d., e., f., g. and approve c. Accounts Payable Summary, J. Schmidt seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><b><u>MAINTENANCE DEPARTMENT:</u></b></p>	<p>B. Benchley motioned to receive the Maintenance Department Report, J. Schmidt seconded the motion.</p> <p>All in Favor; motion carried.</p>

**POLICY APPROVALS:**

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 Injection
- iv. Call Light System
- v. Catheter Bags
- vi. Comprehensive Care Plans
- vii. Discharge Planning
- viii. Hand Hygiene

B. Benchley motioned to approve Administrative Policies #1.- #4., and Nursing Policies #1.-#8., J. Schmidt seconded the motion.

All in Favor; Motion carried.

**CLOSED SESSION:**

None.

**UNFINISHED BUSINESS:**

None.

**MISCELLANEOUS BUSINESS:**

None.

**ADJOURNMENT:**

With no further business, B. Benchley motioned for adjournment, J. Schmidt seconded the motion.

All in favor; meeting adjourned at 3:08 p.m.

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

Respectfully submitted,



Renee Courier Aumock

Dept. of Health & Human Services Board