

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 January 24, 2024**  
**TIME: 2:00 p.m.**

R. Courier Aumock called the Board Meeting to order at 2:01 p.m.

**ROLL CALL:**

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

**PRESENT:**

K. Weidman, Sarah G, J. McCarthy, J. Madigan, A. Kruse

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

**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:	B. Benchley motioned to approve the agenda, R. Courier Aumock seconded the motion.  All in Favor; motion carried.
<b><u>APPROVAL OF MINUTES:</u></b>  a. Approval of Minutes from January 24, 2024 b. Approval of Closed Minutes from January 24, 2024	J. Schmidt motioned to approve January 24, 2024 Minutes and January 24, 2024 Closed Minutes, R. Courier Aumock seconded the motion.  R. Courier Aumock requested to talk more in close session in regard to December minutes.  All in Favor; motion carried.
<b><u>PUBLIC COMMENT:</u></b>	G. Phillips spoke during public comment.
<b><u>NEW BUSINESS:</u></b>  a. Morrison Dining	K. Weidman informed the board about a recent visit/meeting he had with a group from Morrison. The team does a scoring assessment of each building they go to. They had a positive report of our Dining Services and look forward to continuing our partnership with them.

All in Favor; motion carried.

**ADMINISTRATOR REPORT:**

a. Patient Opinion Survey

K. Weidman informed the board of the positive response from multiple resident surveys, some families cards sent and a few testimonials from prior/current residents.

b. Census

Average census for December 2023 was 77.74%. In the month of December there were 14 admits, 10 discharges and 5 expirations. As of today, for the month of January there have been 14 admits, 7 discharges and 3 expirations.

S. Griffor stated that there is a concern about census and new admissions coming from local hospital, due to staff going on a possible strike.

K. Weidman, S. Griffor and our Admissions Department will be going to visit/meet with Covenant staff and have also been in contact with the Executive team of McLaren Bay Region.

c. D.O.N. Update

S. Griffor informed the board there have been 3 employees hired in December.

No jobs posted at this time.

We have had an increase in applications. Still having a hard time filling 6:30p-7:00a.

Currently, COVID positive, 19 residents and 11 staff members. All staff required to wear blue surgical mask on the units at this time.

Employees will be fit tested for N95's.

Continually moving toward 12hr shifts. All Nurses are now on a 12hr schedule and we would like to start working on the same for our CNA's.

Agency Nurses right now: Five, our goal is to have all agency help done by March 31<sup>st</sup>.

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. December, 2023
- d. Accounts Payable Summary
- e. Payer A/R Aging
- f. Deposit Distribution
- g. Problematic Accounts
- h. 4<sup>th</sup> Quarter Donation Report

J. McCarthy updated the board on the construction project and the preliminary December financial statements. Net position is at \$25.7 Million with a YTD net loss of \$2,059K.

2024 VEBA Policy withdrawal agreement letter has been received from the County to start withdrawing VEBA funds. J. McCarthy is waiting for a review of submitted documentation from them and plans to request funds for the first quarter of 2024 as early as possible.

MCMCFC Grant for Marketing- Radio ads have started on Spotify, SiriusXM, Pandora and more. These ads will be updated monthly and reference our website for recruiting.

We are a sponsor for the Chamber Annual State of the Community on February 7<sup>th</sup>. Our logo will be displayed on their website, ads and tables. J. McCarthy and K. Weidman will be attending on behalf of the facility.

Plante Moran met with us and provided additional information to help us with strategic planning. Meeting are on-going.

2023 Audit dates have been scheduled for mid-April with Rehmann and we have begun our year-end work. The months ahead will be busy and financials will be present for December along with upcoming 2024 months for the next 5-6 months.

The line of credit with Independent Bank was approved at the December meeting and today the Board asked us to stop the process and not enter into the agreement.

J. Schmidt motioned to receive the Financial Report a., b., d., e., f., g., h., and approve c. Accounts Payable Summary, B. Benchley seconded the motion.

All in Favor; motion carried.

**MAINTENANCE DEPARTMENT:**

R. Courier Aumock motioned to receive the Maintenance Department Report, J. Schmidt seconded the motion.

All in Favor; motion carried.



<p><b><u>POLICY APPROVALS:</u></b></p> <p>a. Activities</p> <ul style="list-style-type: none"> <li>i. Activity Calendar</li> <li>ii. Activity Department Pet Visits</li> <li>iii. Activity Involving Alcohol</li> </ul> <p>b. Administrative</p> <ul style="list-style-type: none"> <li>i. Identity Theft</li> <li>ii. Wireless Communication Devices</li> </ul> <p>c. Nursing</p> <ul style="list-style-type: none"> <li>i. Acute Change in Condition</li> <li>ii. Processing INR Orders</li> <li>iii. Standing Orders</li> <li>iv. Wound Management</li> </ul>	<p>R. Courier Aumock motioned to approve Activities Policies #1- #3., Administrative Policies #1-#2., and Nursing Policies #1.-#4., B. Benchley seconded the motion.</p> <p>All in Favor; Motion carried.</p>
<p><b><u>CLOSED SESSION:</u></b></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><b><u>UNFINISHED BUSINESS:</u></b></p>	<p>None.</p>
<p><b><u>MISCELLANEOUS BUSINESS:</u></b></p>	<p>None.</p>
<p><b><u>ADJOURNMENT:</u></b></p>	<p>With no further business, R. Courier Aumock motioned for adjournment, J. Schmidt seconded the motion.</p> <p>All in favor; meeting adjourned at 3:25 p.m.</p>

**NEXT BOARD: February 28, 2024 at 2:00 p.m.**

Respectfully submitted,



Bryan Benchley  
Dept. of Health & Human Services Board