



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 May 22, 2024**  
**TIME: 2:00 p.m.**

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

**ROLL CALL:**

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

**PRESENT:**

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

**PUBLIC PRESENT:**

**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:	R. Courier Aumock 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 April 24, 2024 b. Approval of Closed Minutes from April 24, 2024	J. Schmidt motioned to approve April 24, 2024 Minutes and April 24, 2024 Closed Minutes, R. Courier Aumock seconded the motion.  All in Favor; motion carried.
<b><u>PUBLIC COMMENT:</u></b>	None.
<b><u>NEW BUSINESS:</u></b>  a. Department Presentation- Activities	C. Linzner, introduced self to board, as our new Activity Director and informed the board about some of our upcoming events.

**ADMINISTRATOR REPORT:**

a. Patient Opinion Survey

K. Weidman informed the board of the positive returned surveys in the month of April, including cards from resident family members thanking us for the care given to their loved ones.

b. Census

Average census for April 2024 was 86.47%. In the month of April there were 16 admits, 18 discharges and 2 expirations. As of today, for the month of May there have been 11 admits, 10 discharges and 2 expirations.

c. Therapy Update

K. Weidman stated that we have had a great increase and improvements with residents that we have discharged after Therapy.  
The facility will be partnering with Dr. Jilani, a Physical Medicine and Rehabilitation Doctor. He will be working closely with our Therapy Department and Medical Director on improving movement ability and quality of life.

d. D.O.N. Update

S. Griffor informed the board there were no employees hired in April and 11 were terminated/quit.  
No jobs posted at this time.  
Agency Nurses: None

Starting 8/8/24 there will be staffing mandate for long term care facilities, by law, for our staff to patient ratios. S. Griffor expressed her concerns with this and she is looking to update job descriptions for Nursing administration.

J. Schmidt motioned to receive the Administrator Report a., b., and D.O.N. Report, c., R. Courier Aumock seconded the motion.

All in Favor; motion carried.

**FINANCIAL DIRECTOR REPORT:**

- a. Construction Project Update
- b. Financial Report
  - i. April, 2024
- c. Accounts Payable Summary
- d. Payer A/R Aging
- e. Deposit Distribution
- f. Problematic Accounts

J. McCarthy updated the board on the construction project and the April financial statements. Net position is \$24.3M and YTD net loss is \$1,426K. YTD Operating Revenues are 6.13% less than 2023.

We hope to see monthly improvements in our operating loss with our next payroll, which will reflect staffing reductions.

Our 2023 Cost Report is completed and has been submitted. Our 2023 audit is close to being finished and a draft should be sent within days. Rehmann partner, Doug Deeter, will be at the June board meeting to present the report. We haven't yet received all of the 12/31/23 adjustments from them and

	<p>held off on presenting December financials again until they are finalized. Our 2023 operating loss will be reduced by \$3.1 million for adjustments related to our pension and OPEB.</p> <p>Staffing Changes- Our controller, S. Hackenberg has left. J. McCarthy will be adding office management tasks to her role. Our AP/ Finance Analyst, Faith will move to Staff Accountant as of 5/20. Our Central Supply Clerk is retiring after 48 years of service with us. Our Purchaser will be taking over many of her task with the help of our maintenance employees. These changes will save \$81,500 in personnel cost for our department over the next year!</p> <p>Plante Moran Strategic Planning- Much work was done for preparation of the recent layoffs, and we have one more meeting with Plante Moran to help finalize a new scheduling tool and weekly monitoring of staff scheduling and costs.</p> <p>R. Courier Aumock motioned to receive the Financial Report a., b., d., e., f., 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>J. Schmidt motioned to receive the Maintenance Department Report, R. Courier Aumock seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><b><u>POLICY APPROVALS:</u></b></p> <p>a. Administrative</p> <ul style="list-style-type: none"> <li>i. Abuse, Neglect and Exploitation</li> <li>ii. Acceptable Use of IT Systems and Internet</li> <li>iii. Accounts Payable Prior Auth</li> <li>iv. Background and Reference Check</li> <li>v. Compliance with Reporting Allegations</li> <li>vi. Contract Review</li> <li>vii. Discriminatory and Sexual Harassment</li> <li>viii. Donations</li> <li>ix. Dress Code</li> <li>x. Gifts and Gratuities</li> <li>xi. Governing Body</li> <li>xii. Institutional Planning</li> <li>xiii. Medical Staff Credentialing</li> <li>xiv. Non- Discrimination</li> <li>xv. Pay Distribution</li> <li>xvi. Personal Furniture</li> </ul>	<p>J. Schmidt motioned to approve Administrative Policies #1-#25., Disaster Planning Policies #1.-#7. Activities Policies #1.-#2. and Nursing Policies #1.-#7., R. Courier Aumock seconded the motion.</p> <p>All in Favor; Motion carried.</p>

<ul style="list-style-type: none"> <li>xvii. Personnel Records</li> <li>xviii. Physician/Provider Credentialing</li> <li>xix. Professional Education Internship Program</li> <li>xx. Reimbursement for CNA Training</li> <li>xxi. Reporting of Suspected Crimes Under the Elder Justice Act</li> <li>xxii. S&amp;A</li> <li>xxiii. Vehicle Safety</li> <li>xxiv. Wheelchair Maintenance and Washing</li> <li>xxv. Workers Compensation</li>   <li>b. Disaster Planning <ul style="list-style-type: none"> <li>i. 1135 Waiver</li> <li>ii. Bomb Threat</li> <li>iii. Lockdown</li> <li>iv. Missing Resident/Elopement</li> <li>v. Requestion a 1135 Waiver</li> <li>vi. Shelter in Place</li> <li>vii. Workplace Violence</li> </ul> </li>   <li>c. Activities <ul style="list-style-type: none"> <li>i. Leisure and Room Visits</li> <li>ii. Safety Precautions for Activities</li> </ul> </li>   <li>d. Nursing <ul style="list-style-type: none"> <li>i. Bladder Scan</li> <li>ii. Catheterization of Mal</li> <li>iii. CPR</li> <li>iv. Cytotoxic Drugs</li> <li>v. Diet Order</li> <li>vi. Nebulizer Treatments</li> <li>vii. Pneumonia Vaccine Program</li> </ul> </li> </ul>	
<p><b><u>CLOSED SESSION:</u></b></p>	<p>None.</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, J. Schmidt motioned for adjournment, R. Courier Aumock seconded the motion.</p> <p>All in favor; meeting adjourned at 2:41 p.m.</p>

**NEXT BOARD: June 26, 2024 at 2:00 p.m.**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Renee Aumock", written in a cursive style.

Renee Courier Aumock  
Dept. of Health & Human Services Board

rca/ajk