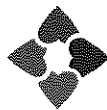


Dept. of Health & Human Services Board
Bryan Benchley, Chair
Jill Schmidt, Vice Chair
Marnie Westphal, Board Member



BAY COUNTY
MEDICAL
CARE FACILITY

Kyle Weidman
Administrator

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

BAY COUNTY MEDICAL CARE FACILITY
BOARD MEETING

DATE: Wednesday April 23, 2025

TIME: 2:00 p.m.

B. Benchley called the Board Meeting to order at 2:00 p.m.

ROLL CALL:

J. Schmidt, B. Benchley, M. Westphal present

PRESENT:

K. Weidman, S. Griffor, J. McCarthy

PUBLIC PRESENT:

AGENDA

ACTION AND PLAN

<u>APPROVAL OF AGENDA:</u> a. Additions: b. Corrections:	None.
<u>APPROVAL OF MINUTES:</u> a. Approval of Minutes from March 26, 2025 b. Approval of Closed Minutes from March 26, 2025	B. Benchley motioned to approve March 26, 2025 Minutes and March 26, 2025 Closed Minutes, M. Westphal seconded the motion. All in Favor; motion carried.
<u>PUBLIC COMMENT:</u>	None.
<u>NEW BUSINESS:</u> Administrative Title Changes MCF Property	K. Weidman discussed title changes for our Finance Director to CFO (Chief Finance Officer), Director of Nursing to CNO (Chief Nursing Officer) and Administrator to CEO (Chief Executive Officer). This update reflects a more modern and accurate representation of these roles and their responsibilities. All in Favor; motion carried.

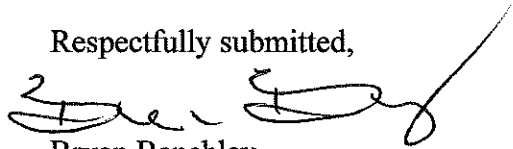
	<p>K. Weidman discussed the 5.21 acres adjacent to MCF. This property has been dedicated to the MCF. We have no plans for expansion on that property. The County Commissioners have inquired about plans for the Bay County Golf Course and would like the DHHS board to consider that.</p>
<p><u>ADMINISTRATOR REPORT:</u></p> <p>a. Patient Opinion Survey</p> <p>b. Census/Dialysis Update</p> <p>c. D.O.N. Update</p>	<p>K. Weidman informed the board that we had two favorable surveys returned to us from families and discharged residents. We continue to monitor these for any suggestions or something that may need to be addressed.</p> <p>K. Weidman also shared some positive feedback that state surveyors gave during our annual visit.</p> <p>The average census for March 2025 was 83.00%. In the month of March there were 16 admits, 12 discharges and 3 expirations. As of today, for the month of April there have been 20 admits, 9 discharges and 5 expirations.</p> <p>Dialysis Update: There are currently 7 residents receiving Dialysis services. We have one last round of Covenant staff coming to visit on 4/30.</p> <p>S. Griffor added more information to the board regarding our annual state survey.</p> <p>J. Schmidt motioned to receive the Administrator Report a., b., and D.O.N. Report, c., B. Benchley seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><u>FINANCIAL DIRECTOR REPORT:</u></p> <p>a. Construction Project Update</p> <p>b. Financial Report</p> <p> i. March 2025</p> <p>c. Accounts Payable Summary</p> <p>d. Problematic Accounts</p>	<p>J. McCarthy updated the board on the construction project and the preliminary December and March financial statements. Net position is \$32.2 Million YTD net income is \$419k. YTD Operating Revenues are 17.79% more than 2024.</p> <p>Medicaid Billing: This was approved by the State for 10/1/22-9/30/23 at our current higher reimbursement rate. This should greatly benefit us and J. McCarthy will provide a follow up on this at our next board meeting.</p>

	<p>Annual Financial Audit/Annual Cost Report: Rehmann was on site 4/14 for two weeks for our annual audit and we are also doing work on the 2024 Cost Report with a deadline of 4/26.</p> <p>Chamber Brick Award – The Chamber announced our award at the 4/11/25 meeting and will have us featured with a picture in their newsletter next month.</p> <p>BCMCF Website Redesign- Work is starting on this new site with Inspiration Designs. We also have radio ads on WHNN one week a month for the rest of the year and are considering billboard advertising.</p> <p>M. Westphal motioned to receive the Financial Report a., b., d., and approve c., Accounts Payable Summary, J. Schmidt seconded the motion. All in Favor; motion carried.</p>
<u>MAINTENANCE DEPARTMENT:</u>	<p>J. Schmidt motioned to receive the Maintenance Department Report, B. Benchley seconded the motion.</p> <p>All in Favor; motion carried.</p>
<u>POLICY APPROVALS:</u> <ul style="list-style-type: none"> a. Administrative <ul style="list-style-type: none"> i. Abuse, Neglect and Exploitation ii. Account Payable Prior Authorization iii. Annual Operating Budget iv. Facility Issued Credit Card v. Governing Body vi. Purchasing vii. Travel and Regulations viii. Wheelchair Maintenance and Washing Procedure b. Nursing <ul style="list-style-type: none"> i. Aid to Choking Victim ii. Bowel Protocol iii. Blood Glucose Monitoring iv. Clinical Nutrition Services v. Controlled Substance and Narcotic Count vi. Infection Outbreak Response and Investigation vii. Maintenance of Oxygen Equipment viii. Psychotropic Medication Use ix. Resident Falls/Risk of Falls x. Safety; Wheelchair Transportation xi. Suprapubic Catheter Insertion and Removal xii. Transmission- Based Precautions xiii. Use of Assistive Devices 	<p>B. Benchley motioned to approve Administrative Policies #1-8 and Nursing Policies #1-14., J. Schmidt seconded the motion.</p> <p>All in Favor; Motion carried.</p>

xiv. Weight Monitoring	
<u>CLOSED SESSION:</u>	None.
<u>UNFINISHED BUSINESS:</u>	None.
<u>MISCELLANEOUS BUSINESS:</u>	None.
<u>ADJOURNMENT:</u>	<p>With no further business, B. Benchley motioned for adjournment, S. Griffor seconded the motion.</p> <p>All in favor; meeting adjourned at 2:33 p.m.</p>

NEXT BOARD: June 25, 2025 at 2:00 p.m.

bb/ak

Respectfully submitted,

 Bryan Benchley
 Dept. of Health & Human Services Board