



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

Kyle Weidman  
Administrator

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**BAY COUNTY MEDICAL CARE FACILITY**  
**BOARD MEETING**  
**DATE: Wednesday October 22, 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, present M. Westphal-Excused

**PRESENT:**

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

**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:	None.
<b><u>APPROVAL OF MINUTES:</u></b>  a. Approval of Minutes from September 24, 2025	B. Benchley motioned to approve September 24, 2025 Minutes, J. Schmidt seconded the motion.  All in Favor; motion carried.
<b><u>PUBLIC COMMENT:</u></b>	None.
<b><u>ADMINISTRATOR REPORT:</u></b>  a. Patient Opinion Survey	K. Weidman informed the board that over the past month we have received 4 surveys back. There were high remarks for our nursing teams, therapy, housekeeping, our activities and many great comments that were received from our discharged guests. All 4 guests said they would recommend BCMCF to others in need of care.


<p>b. Census/Dialysis Update</p> <p>c. DON Update</p>	<p>Due to some of the discharges from the previous month we did have two drop off service, we currently have 3 on census. We do have a referral anticipated to come to us.</p> <p>S. Griffor stated that the Flu Vaccine for staff and residents has been completed.</p> <p>S. Griffor informed the board about our We Care Committee and what this group does for our facility.</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><b><u>FINANCIAL DIRECTOR REPORT:</u></b></p> <p>a. Financial Report</p> <p>    i. September, 2025</p> <p>b. Account Payable Summary</p> <p>c. Problematic Accounts</p> <p>d. Third Quarter Donation Report</p>	<p>J. McCarthy updated the board on the cash flow for the month of September: Net position is \$37.6 Million YTD net income is \$1.647M.</p> <p>10/1/25 Medicaid Rate Received- We just received our new Medicaid rate effective 10/1. It is now up 8/4% from our current rate. We are still expecting a good 2024 initial cost settlement and we've reached out to request the status of that with the state.</p> <p>Elevator Replacement: We planned to replace our main elevators in 2026. There is currently one out of service. We have a quote for the purchase on both of them and the contract was signed. Work on them will start when the ordered items are received.</p> <p>B. Benchley motioned to receive the Financial Report a., b., d., and approved c., Accounts Payable Summary; J. Schmidt seconded the motion. All in favor; motion carried.</p>

<p><b><u>MARKETING REPORT:</u></b></p>	<p>J. Schmidt motioned to receive the Marketing Report, B. Benchley seconded the motion.</p> <p>All in Favor; Motion carried.</p>
<p><b><u>MAINTENANCE REPORT:</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>
<p><b><u>POLICY APPROVALS:</u></b></p> <ul style="list-style-type: none"> <li>a. Administrative <ul style="list-style-type: none"> <li>i. Behavioral Health Services</li> <li>ii. CNA Renewal</li> <li>iii. Facility Vehicle Usage</li> <li>iv. I-9 Forms</li> <li>v. Missing Items</li> <li>vi. QAPI</li> <li>vii. Resident Clothing</li> <li>viii. Smoking</li> </ul> </li>   <li>b. Nursing <ul style="list-style-type: none"> <li>i. Activities of Daily Living</li> <li>ii. Antibiotic Use</li> <li>iii. Blood-Borne Pathogen Exposure Control</li> <li>iv. Drug Diversion Prevention &amp; Reporting</li> <li>v. Food Substitutes</li> <li>vi. Gait Belts</li> <li>vii. Interdisciplinary Care Conferences</li> <li>viii. STAT Lab Tests</li> <li>ix. Storage and Use of Food from Outside of the Facility</li> <li>x. Standard Procedures</li> <li>xi. Transfer Procedures</li> <li>xii. Vaccination Anaphylaxis Management</li> </ul> </li> </ul>	<p>B. Benchley motioned to approve, Administrative Policies #1-8 and Nursing Policies #1-12, J. Schmidt seconded the motion.</p> <p>All in Favor; Motion carried.</p>

<b><u>CLOSED SESSION:</u></b>	None.
<b><u>UNFINISHED BUSINESS:</u></b>	None.
<b><u>MISCELLANEOUS BUSINESS:</u></b>	None.
<b><u>ADJOURNMENT:</u></b>	With no further business, B. Benchley motioned for adjournment, J. Schmidt seconded the motion.  All in favor; meeting adjourned at 2:25 p.m.

**NEXT BOARD: December 23, 2025 at 2:00 p.m.**

Respectfully submitted,



Bryan Benchley  
Dept. of Health & Human Services Board

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