

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



Kyle
 Administrator

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BAY COUNTY MEDICAL CARE FACILITY
BOARD MEETING
DATE: Wednesday November 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, present M. Westphal

PRESENT:

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

PUBLIC PRESENT:

AGENDA

ACTION AND PLAN

<u>AGENDA</u>	<u>ACTION AND PLAN</u>
<u>APPROVAL OF AGENDA:</u> a. Additions: b. Corrections:	None.
<u>APPROVAL OF MINUTES:</u> a. Approval of Minutes from October 22, 2025	B. Benchley motioned to approve October 22, 2025 Minutes, J. Schmidt seconded the motion. All in Favor; motion carried.
<u>PUBLIC COMMENT:</u>	None.
<u>ADMINISTRATOR REPORT:</u> a. Patient Opinion Survey	K. Weidman informed the board that we received great feedback from a vendor of ours. Recognizing how great our staff have been to work with the cleanliness of the building. She stated that she recommends us to many of her clients in the community.

b. Census/Dialysis Update

The average census for October 2025 was 88. In the month of October there were 25 admits, 12 discharges and 1 expiration. As of today, for the month of November there have been 25 admits, 20 discharges and 3 expirations.

Dialysis: We had 5 clients on this service at the start of the month, 1 resident graduated off dialysis, we currently have 4.

K. Weidman discussed a Bed Management plan with the board and strategies to manage occupancy.

c. DON Update

S. Griffor stated that we have seen great improvement in our Quality star rating, this is projected to change our overall up to 4 Star in January 2026.

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

All in favor; motion carried.

FINANCIAL DIRECTOR REPORT:

a. Cash Flow Update

J. McCarthy updated the board on the cash flow for the month of October: Net position is \$40.5 Million YTD net income is \$4.574M.

b. Financial Report

i. October, 2025

c. Account Payable Summary

d. Problematic Accounts

e. Budget 2025

i. R-13 Nursing Ancillaries

ii. R-14 Nursing

iii. R-16 Business Office/ Finance

iv. E-50 Nursing Ancillaries

v. E-60 Restorative Therapy

vi. E-62 Building and Grounds

vii. E-63 Nursing

viii. E-64 Various

ix. E-65 Various

x. 2025 Under \$25,000 Budget Amendment

xi. 2024/2025 Budget Summary

Medicaid Cost Settlement- We received notice of our Medicaid 2024 Cost Report settlement. We are due to receive it on 11/25/26.

MCMCF Fall Financial- J. McCarthy informed the board that this was a helpful conference. There was a lot of good information, good networking with other administrators, the Plante Moran team, and finance personnel.

Bank Account: We are in the process of moving our checking account from PNC Bank to Independent Bank, effective 1/1/26. This will save us fees and time in transfers to and from Bay County. This account will be used for all expenses and payroll.

f. Budget 2026

i. E-1 Various

ii. E-2 Business Office/ Finance

iii. E-3 Nursing Ancillaries

iv. E-4 Nursing

J. Schmidt made a motion to support opening a new bank account with Independent Bank; M. Westphal seconded the motion. All in favor: motion carried.

- v. E-5 Social Services
- vi. Under \$25,000 Budget Amendments
- vii. 2025/2026 Budget Summary

Elevator Replacement- This has been ordered. The second elevator will start after the first one is fully operational.

B. Benchley motioned to receive the Financial Report a., b., d., e., f., and approved c., Accounts Payable Summary; J. Schmidt seconded the motion. All in favor; motion carried.

MARKETING REPORT:

J. Schmidt motioned to receive the Marketing Report, B. Benchley seconded the motion.

All in Favor; Motion carried.

MAINTENANCE REPORT:

B. Benchley motioned to receive the Maintenance Department Report, J. Schmidt seconded the motion.

All in Favor; motion carried.

POLICY APPROVALS:

- a. Administrative
 - i. Laundry & Linen
 - ii. Medical Director
 - iii. Routine Cleaning and Disinfection

- b. Nursing
 - i. Bedtime Snacks
 - ii. C-Diff Infection
 - iii. Catheter Bag
 - iv. Central Venous Access Catheter
 - v. Comprehensive Care Plan
 - vi. Discharge Planning
 - vii. Hand Hygiene
 - viii. Hospice
 - ix. House Stock Medication
 - x. I.V. & Blood
 - xi. I.V. Services
 - xii. Incontinence Assessment
 - xiii. Interrupted Stay
 - xiv. Maintaining MDS Files
 - xv. Medication Brought from Home
 - xvi. Oral /Pharyngeal Suctioning

<p>xvii. Ostomy Appliance Application xviii. Secured Basement xix. Standard Lab Work Protocol xx. Suicide Precautions xxi. Use of PT/OT/ST Referral xxii. Vials & Ampules of Injectable Medication</p>	<p>B. Benchley motioned to approve, Administrative Policies #1-3 and Nursing Policies #1-17, M. Westphal seconded the motion.</p> <p>All in Favor; Motion carried.</p>
<p><u>CLOSED SESSION:</u></p>	<p>None.</p>
<p><u>UNFINISHED BUSINESS:</u></p>	<p>None.</p>
<p><u>MISCELLANEOUS BUSINESS:</u></p>	<p>None.</p>
<p><u>ADJOURNMENT:</u></p>	<p>With no further business, B. Benchley motioned for adjournment, J. Schmidt seconded the motion.</p> <p>All in favor; meeting adjourned at 2:25 p.m.</p>

NEXT BOARD: January 28, 2026 at 2:00 p.m.

Respectfully submitted,



Bryan Benchley

Dept. of Health & Human Services Board

bb/ak