



**BAY COUNTY
M E D I C A L
C A R E F A C I L I T Y**

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: Tuesday, December 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 November 23, 2025	B. Benchley motioned to approve November 23, 2025 Minutes, J. Schmidt seconded the motion. All in Favor; motion carried.
<u>PUBLIC COMMENT:</u>	None.
<u>NEW BUSINESS:</u> a. 2026 Board Meeting Dates b. September Budget Approval	The board reviewed and approved board meeting dates for 2026. B. Benchley requested that 3 quotes for exterior painting be resent for review.

expected to take a few months for ordering time and installation.

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.

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:

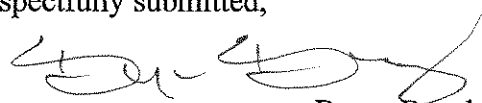
- a. Emergency Preparedness
 - i. Severe Weather

- b. Nursing
 - i. Admissions
 - ii. Administration of Injections
 - iii. Adverse Drug Event
 - iv. Antibiotic Stewardship
 - v. Anti-Psychotic Medication Use
 - vi. Consent to Photograph Resident
 - vii. Documentation of I.V. Therapy
 - viii. Ear Irrigation
 - ix. Inpatient Psychiatric Admission
 - x. Lice
 - xi. Ordering of Missing Medications
 - xii. Outdoor Safety Assessment and Procedures
 - xiii. Oxygen Administration
 - xiv. Pain Assessment and Management Protocol
 - xv. Physician Visits and Physician Delegation
 - xvi. Podiatry Services
 - xvii. Pulse Oximetry
 - xviii. Receipt of Property and Release of Body to Funeral Director
 - xix. Reporting and Monitoring of Incidents
 - xx. Restraints

<ul style="list-style-type: none"> xxi. Tracheostomy Suctioning xxii. Transfer and Discharge xxiii. Treatment of Hyperglycemia xxiv. Urinalysis Orders xxv. Vital Signs 	<p>B. Benchley motioned to approve, Emergency Preparedness #1 and Nursing Policies #1-25, 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