

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



Kyle Weidman  
Administrator

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

**BAY COUNTY MEDICAL CARE FACILITY**  
**BOARD MEETING**  
**DATE: Wednesday, May 27, 2026**  
**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>APPROVAL OF AGENDA:</u></b><br><br>a. Additions:<br>b. Corrections:            | <br><br><br>None.                                                                                                                         |
| <b><u>APPROVAL OF MINUTES:</u></b><br><br>a. Approval of Minutes from April 22, 2026 | <br><br>B. Benchley motioned to approve the April 22, 2026, minutes. J. Schmidt seconded the motion.<br><br>All in Favor; motion carried. |
| <b><u>PUBLIC COMMENT:</u></b>                                                        | <br>None.                                                                                                                                 |
| <b><u>NEW BUSINESS:</u></b>                                                          | <br>None.                                                                                                                                 |
|                                                                                      |                                                                                                                                           |

**ADMINISTRATOR REPORT:**

## a. Reviews and Testimonials

K. Weidman informed the board that in April, we didn't have any formal reviews turned in. We did have Resident Council yesterday, composed of both Short-Term and Long-Term residents. Residents had overall satisfactory compliments for our staff and building. There were some comments regarding our menu items. The information has been passed along to our Dining Service Department. We also encouraged residents to attend the Dining Committee meetings and Cooks Club, where they can focus specifically on food preferences.

## b. Census/Dialysis Update

The average census for April 2026 was 89. In April, there were 17 admits, 8 discharges, and 6 expirations. As of today, for the month of May, there have been 19 admits, 11 discharges, and 4 expirations.

Dialysis: We are up to 8 residents receiving this service. It is nice to see the growth in this area.

## c. DON Update

S. Griffor informed the board that we had our annual state survey from 4-27 to 4-29 and went over some of the concerns that were looked at.

S. Griffor stated that we are going to be conducting Plan of Correction meetings to educate out.

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

All in favor; motion carried.

**FINANCIAL DIRECTOR REPORT:**

## a. Financial Report

- i. December, 2025
- ii. April, 2026

## b. Accounts Payable Summary

## c. Problematic Accounts

## d. 2026 Budget Amendments

- i. R-1 Nursing Ancillaries
- ii. R-2 Nursing
- iii. R-3 Business Office/Finance

J. McCarthy updated the board on the financial statements and cash flow for the month of December: Net position is \$41.2 M, and YTD net income is \$5.25 M.

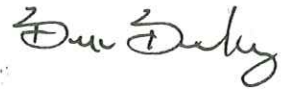
The Audit is completed, and Rehnmann will present their report at the June meeting.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>iv. E-9 Human Resources</li> <li>v. E-11 Business Office/ Finance</li> <li>vi. E-15 Activities</li> <li>vii. E-16 Dietary</li> <li>viii. E-18 Building and Grounds</li> <li>ix. E-20 Housekeeping</li> <li>x. E-21 Laundry</li> <li>xi. E-25 Nursing</li> <li>e. Under \$25,000 Budget Amendments</li> <li>f. 2025/2026 Budget Summaries</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p>J. McCarthy shared key financial highlights for the month of April. Net position is \$41.8M, and YTD net income is \$.577M</p> <p>Deposits for March were \$2 M, and Payments were \$1.1M.</p> <p>The 2026 Budget was reviewed for Q1, and several amendments were presented and approved with a net effect of an increase in net position of \$801K to a revised total of \$3.092M.</p> <p>B. Benchley motioned to receive the Financial Report, a., c., and approved b., 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. Code of Conduct and Ethics</li> <li>ii. Compliance with Reporting Allegations</li> <li>iii. Discriminatory Sexual Harassment</li> <li>iv. Donations</li> <li>v. Gifts and Gratuities</li> <li>vi. Institution Planning</li> <li>vii. New Hire Background Check</li> <li>viii. Non- Discrimination</li> <li>ix. Pay Distribution</li> <li>x. Personal Furniture</li> <li>xi. Personnel Record</li> <li>xii. Physician Credentialing</li> <li>xiii. Professional Education Internship</li> <li>xiv. Psychotropic Medication Use and GDR's</li> <li>xv. Reimbursing CNA</li> <li>xvi. Reporting of Suspected Crimes</li> <li>xvii. Vehicle Safety</li> <li>xviii. Workers Compensation</li> </ul> </li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>b. Emergency Preparedness <ul style="list-style-type: none"> <li>i. 1135 Waiver</li> <li>ii. Lockdown</li> <li>iii. Missing Resident Elopement</li> <li>iv. Requesting a 1135 Waiver</li> <li>v. Shelter in Place</li> <li>vi. Workplace Violence</li> </ul> </li> <li>c. Nursing <ul style="list-style-type: none"> <li>i. Bladder Scan</li> <li>ii. CPR</li> <li>iii. Catheterization of Male</li> <li>iv. Cytotoxic Drugs</li> <li>v. Diet Order</li> <li>vi. Nebulizer Aerosol Treatments</li> <li>vii. Pneumococcal Vaccination</li> <li>viii. Pressure Ulcer Guidelines</li> <li>ix. Wound Management</li> </ul> </li> </ul> | <p>B. Benchley motioned to approve Administrative Policies #1-18, Emergency Preparedness Policies #1-7, and Nursing Policies #1-9; 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> <ul style="list-style-type: none"> <li>a. Wanderguard Management System Quote Approval</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>B. Benchley motioned to approve the upgrade for the Wanderguard Management System. J. Schmidt seconded the motion.</p>                                                                                   |
| <b><u>MISCELLANEOUS BUSINESS:</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | None.                                                                                                                                                                                                       |
| <b><u>ADJOURNMENT:</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>With no further business, B. Benchley motioned for adjournment; J. Schmidt seconded the motion.</p> <p>All in favor; meeting adjourned at 2:37 p.m.</p>                                                  |

**NEXT BOARD: July 22, 2026, at 2:00 p.m.**

Respectfully submitted,



Bryan Benchley  
Dept. of Health & Human Services Board

bb/ak