

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

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**BAY COUNTY MEDICAL CARE FACILITY**  
**BOARD MEETING**

**DATE: Wednesday, June 24, 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, M. Westphal, present

**PRESENT:**

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

**PUBLIC PRESENT:**

**AGENDA**

**ACTION AND PLAN**

|                                                                                                   |                                                                                                                             |
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| <b><u>APPROVAL OF AGENDA:</u></b><br><br>a. Additions:<br>b. Corrections:                         | Additions: Employee Attendance Policy was reviewed                                                                          |
| <b><u>APPROVAL OF MINUTES:</u></b><br><br>a. Approval of Minutes of May 27, 2026                  | B. Benchley motioned to approve May 27, 2026, minutes. J. Schmidt seconded the motion.<br><br>All in Favor; motion carried. |
| <b><u>PUBLIC COMMENT:</u></b>                                                                     | None.                                                                                                                       |
| <b><u>NEW BUSINESS:</u></b><br><br>b. Rehmann Robson Presentation – Rick Lowe and Jason Salzwedel | R. Lowe and J. Salzwedel, Rehmann Audit partner, presented the audited financial statements to the board.                   |

## ADMINISTRATOR REPORT:

### a. Reviews and Testimonials

K. Weidman informed the board that in May, we didn't have any formal reviews turned in. However, we received two thank you cards from a resident's family from a resident that had passed away last month. He also informed the board of our annual Resident & Family Opinion/Satisfaction Survey that began in June.

### b. Census/Dialysis Update

The average census for May 2026 was 89. In May, there were 21 admits, 14 discharges, and 6 expirations. As of today, for the month of June, there have been 21 admits, 12 discharges, and 3 expirations. The average month to date is 90. Overall yearly Census is 91, which is above the state average of 85% occupancy in regard to full Medicaid Reimbursement.

K. Weidman offered a brief update regarding the Provider Owned Network- Members the purpose is to get contracts with Insurance companies as a group rather than single entities. We have an agreement being finalized with Humana.

Dialysis: We are up to 9 residents receiving this service. It is nice to see the growth in this area.

### c. DON Update

S. Griffor informed the board of her request for a desk review for our state Plan of Correction. They accepted the desk review, and it was cleared by the state. They do not have to come back into the building to follow up. We are still completing audits and will be until compliant. Will be discussed at QA.

S. Griffor stated a work anniversary luncheon took place last week to celebrate all staff that have worked here from 5 to over 30 plus years.

S. Griffor informed of peritoneal dialysis starting.

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

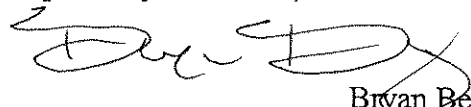
All in favor; motion carried.

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| <p><b><u>FINANCIAL DIRECTOR REPORT:</u></b></p> <ul style="list-style-type: none"> <li>a. Financial Report <ul style="list-style-type: none"> <li>i. May 2026</li> </ul> </li> <li>b. Accounts Payable Summary</li> <li>c. Problematic Accounts</li> </ul>    | <p>J. McCarthy shared key financial highlights for the month of May. Net position is \$43.4M, and YTD net income is \$2.234M</p> <p>J. Schmidt motioned to receive the Financial Report, a., c., and approved b., Accounts Payable Summary; M. Westphal seconded the motion.</p> <p>All in favor; motion carried.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p><b><u>MARKETING REPORT:</u></b></p>                                                                                                                                                                                                                        | <p>B. Benchley motioned to receive the Marketing Report, M. Westphal 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>K. Weidman provided Maintenance Report: The doors that were approved for purchase in the basement and will be installed on Monday, 6/29.</p> <p>Work on elevators will begin 7/13. We understand it will be approximately 2 weeks to get one of the elevators running, and 9 weeks for both elevators to be completed.</p> <p>Smoke shack was formerly built by a group of employees 15 years ago, and currently still standing on the MCF property. K. Weidman informed the board we will be having a contractor tearing down the shack on 6/25/2026. It is a liability for our property since it was not designed under one of our contractors. A newly designated area will include picnic tables for employees.</p> |
| <p><b><u>POLICY APPROVALS:</u></b></p> <ul style="list-style-type: none"> <li>a. Activities <ul style="list-style-type: none"> <li>i. Activities</li> <li>ii. Activities Involved in Alcohol</li> <li>iii. Leisure Time/In-Room Visits</li> </ul> </li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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| <ul style="list-style-type: none"> <li>iv. Safety Precautions for Activities</li> <li>b. Administrative <ul style="list-style-type: none"> <li>i. Anti-Bullying</li> <li>ii. Constitutions and By Laws</li> <li>iii. Contract Review</li> <li>iv. Educational Leave of Absence</li> <li>v. Employee Transitional Return to work</li> <li>vi. Smoking/Tobacco</li> </ul> </li> <li>c. Emergency Preparedness <ul style="list-style-type: none"> <li>i. Active Shooter</li> <li>ii. Fire Safety</li> </ul> </li> <li>d. 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 Activities Policies #1-4, Administrative Policies #1-6, Emergency Preparedness Policies #1-2, and Nursing Policies #1-6; M. Westphal seconded the motion.</p> <p>All in Favor; Motion carried.</p> |
| <p><b><u>CLOSED SESSION:</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p>S. Griffor and K. Weidman motion to go into closed session.</p>                                                                                                                                                                    |
| <p><b><u>UNFINISHED BUSINESS:</u></b></p> <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>                                                                                                             |
| <p><b><u>MISCELLANEOUS BUSINESS:</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p>None</p>                                                                                                                                                                                                                           |
| <p><b><u>ADJOURNMENT:</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p>With no further business, B. Benchley motioned for adjournment; M. Westphal second the motion.</p> <p>All in favor; meeting adjourned at 2:42 p.m.</p>                                                                             |

**NEXT BOARD: August 26, 2026, at 2:00 p.m.**

Respectfully submitted,



Bryan Benchley

Dept. of Health & Human Services Board