



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

Kyle Weidman
Administrator

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DEPARTMENT OF HEALTH & HUMAN SERVICES BOARD MEETING

Date: August 26, 2026
Time: 2:00 pm
Place: Bay County Medical Care Facility Board Room

Participants:	Jill Schmidt Bryan Benchley Marnie Westphal	Kyle Weidman, LNHA, CEO Sarah Griffor, CNO Jackie McCarthy, CFO Amanda Gonzales, Board Scribe
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Guests: To be introduced, if present

- I. Call meeting to order**
- II. Roll Call**
 - a. In attendance**
- III. Approval of Agenda**
 - a. Additions**
 - b. Corrections**
- IV. Approval of Minutes**
 - a. Regular Minutes of July 22, 2026**
 - b. Closed Minutes of July 22, 2026**
- V. Public Comment**
- VI. Unfinished Business**
- VII. New Business**
- VIII. Administrator Report**
 - a. Review and Testimonials**
 - b. Census**
 - c. Dialysis Update**
 - d. DON Update**
- IX. Financial Director Report**
 - a. Financial Report**
 - i. July 2026**
 - b. Accounts Payable Summary**

c. Problematic Accounts

X. Marketing Report

XI. Maintenance Report

XII. Policy Approval

a. Administrative

- i. Administrator**
- ii. Corporate Compliance & Ethics**
- iii. Compensatory Time Off**
- iv. Guest Meal Trays**
- v. HIPAA**
- vi. Personal TV and Electrical Equipment**
- vii. Volunteer Program**

b. Emergency Preparedness

- i. **Emergency Communication**
- ii. **Emergency Mode Operation**
- iii. **Incident Command System**

c. Nursing

- i. Admission Orders
- ii. Advance Directives
- iii. Assist Bars
- iv. Behavior Wellness Committee
- v. Communicable and Contagious Diseases
- vi. Continuous Glucose Monitors
- vii. Culturing Wounds and Skin Infections
- viii. Lift Sling Integrity
- ix. Medical Record Abbreviations & Symbols
- x. Nasal Spray Administration
- xi. Novel Coronavirus Prevention and Response
- xii. Reheating Food in Microwave
- xiii. Release of Responsibility of Resident on Leave of Absence
- xiv. Safely Handling Hot Liquids
- xv. Shingrix Vaccine
- xvi. Trauma Informed Care

XIII. Miscellaneous Business

XIV. Adjournment

XV. Closed Session

a. Collective Bargaining Discussion

Go into closed session pursuant to MCL 15.268(c) to consider material exempt from discussion or disclosure by state or federal statute.

NEXT BOARD MEETING: September 23, 2026, at 2:00 p.m.