



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: September 29, 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 Alecia Kruse, 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 August 26, 2026**
 - b. Closed Minutes of August 26, 2026**
- V. Public Comment**
- VI. New Business**
 - a. November/December Board Meeting Dates**
- VII. Administrator Report**
 - a. Review and Testimonials**
 - b. Census**
 - c. Dialysis Update**
 - d. DON Update**
- VIII. Financial Director Report**
 - a. Cash Flow Update**
 - b. Financial Report**
 - i. August 2026**
 - c. Accounts Payable Summary**

d. Problematic Accounts

e. 2026 Budget

i. Revenue Amendments >\$25K:

- R-5 Nursing Ancillaries
- R-6 Business Office
- R-7 Nursing

ii. Expense Amendments >25K:

- E-29 Housekeeping
- E-30 Building & Grounds
- E-36 Dietary
- E-37 Nursing
- E-39 Human Resources
- E-44 Nursing Ancillaries

iii. Under \$25,000 Report – 1 Revenue and 11 Expense Amendments

iv. 2026 Budget Summary

f. 2027 Budget

i. Budget Resolution

ii. Budget Summary

iii. Capital Expense Summary

IX. Marketing Report

X. Maintenance Report

XI. Policy Approval

a. Activities

- i. Activity Calendar**
- ii. Activity Department Pet Visits**
- iii. Activity Outings**
- iv. Resident Care Plans**

b. Administrative

- i. Accommodation for Pregnancy Childbirth and Related Medical Conditions**
- ii. Educational Reimbursement**
- iii. Equal Employment Opportunity**
- iv. Family and Medical Leave Act**
- v. Flexible Spending Account**
- vi. Freedom of Information Act**
- vii. Hearing Protection Noise Safety Program**
- viii. Request for Medical Records**
- ix. Solicitation- Distribution**
- x. Telephone Use for BCMCF Employees**
- xi. Union Requests for Information**

c. Emergency Preparedness

- i. Emergency Staffing**
- ii. Emergency Water Supply**
- iii. Fire Watch**
- iv. Water Management Program**

- d. **Nursing**
 - i. **Administration of Ear Drops**
 - ii. **Administration of Eye Drops or Ointments**
 - iii. **Baseline Care Plan**
 - iv. **Covid-19 Vaccine and Vaccine Reporting**
 - v. **Influenza Vaccine Program**
 - vi. **Interdisciplinary Communication**
 - vii. **MDS 3.0 Completion**
 - viii. **Medication Disposition**
 - ix. **Medication Errors**
 - x. **Metered Dose Inhaler Administration**
 - xi. **Negative Pressure Wound Therapy**
 - xii. **Oral Hygiene and Dental Care**
 - xiii. **Relocation of Residents within the Facility**
 - xiv. **Resident and Employee Coronavirus Testing**
 - xv. **Storage and Use of Food/Beverages from Outside of the Facility**
 - xvi. **Tracheostomy Care**
 - xvii. **X-RAY and EKG Procedures**

XII. Unfinished Business

XIII. Miscellaneous Business

XIV. Adjournment

XV. Closed Session

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: October 28, 2026, at 2:00 p.m.