



**BAY COUNTY  
MEDICAL  
CARE FACILITY**

Dept. of Health & Human Services Board  
Sandy D. Shutt, Chair  
Kim Bejcek, Board Member  
Barbara Hayward, Board Member

Maureen MacKenzie  
Administrator

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**DEPARTMENT OF HEALTH & HUMAN SERVICES BOARD MEETING**

**Via Zoom**

**Date:** Wednesday, November 25, 2020  
**Time:** 8:30 am  
**Place:** Bay County Medical Care Facility Board Room & Zoom access

**Participants:** Sandy Shutt, Board-Chair  
Kim Bejcek, Board Member  
Barbara Hayward, Board Member  
Maureen MacKenzie, LNHA  
Michael Regulski, Finance Director  
Michele Wiegand, Business Mgr.  
Board Scribe

**Guests:** To be introduced, if present

- I. Call meeting to order per Senate Bill 1108**
- II. Roll Call**
  - a. In attendance**
  - b. Via Zoom**
- III. Public Comment**
- IV. Approval of Agenda**
  - a. Additions**
  - b. Corrections**
- V. Approval of Minutes**
  - a. Regular Meeting of October 28, 2020**
- VI. Administrator Report**
  - a. Patient Opinion Survey**
  - b. Census**
  - c. Worker's Compensation**
  - d. Union Contract**
  - e. Facility Update**

- VII. Financial Director Report**
  - a. Financial Report, October, 2020**
  - b. Deposit Distribution Report**
  - c. Accounts Payable Summary**
  - d. Payer A/R Aging**
  - e. Problematic Accounts**
  - f. Budget Report**
    - i. 2019/2020 Summaries**
    - ii. 2020/2021 Summaries**
    - iii. 2020 Budget Amendments**
      - E-91 Housekeeping- Health Ins.
      - E-93 Covid/605-Expense Increase
      - E-94 Nursing- Health Ins./ Food, Rentals and Leases
      - E-95 Nursing Admin.-Health Ins.
      - R-34 Various Dept.-Revenue Increase
      - T-14 Activities- Personnel Adjust (Under 25k)
      - T-19 Dietary- Personnel Adjust (Under 25K)
    - iv. 2021 Budget Amendments**
      - R-1 Business Office-Property Taxes
      - R-2 Various Dept.- Revenue Increase
    - v. Under 25K Amendments 2020**
    - vi. Under 25K Amendments 2021**
  - g. Cash Flow Discussion**
- VIII. Maintenance Department**
- IX. Policy Approval**
  - a. Administrative**
  - b. Nursing**
    - i. Documentation of I.V. Therapy**
    - ii. I.V. and Blood**
    - iii. Lice**
    - iv. PT-OT-ST Referral**
    - v. Standard Lab Work Protocol**
    - vi. Tracheostomy Suctioning**
    - vii. Vascular Access Device Removal**
    - viii. Facility Assessment**
  - c. Activity**
    - i. Activity Calendar**
    - ii. Activity Supplies and Equipment**
    - iii. Daily Programming**
- X. Old Business**
  - a. COVID-19 Update**
    - i. Expenses**
    - ii. Reimbursement**
    - iii. Clinical Update**
  - b. Construction Update**

- XI. New Business**
  - a. Open Meetings Act**
  - b. Annual Assessment**
- XII. Closed Session – if requested**
- XIII. Unfinished business**
- XIV. Miscellaneous business**
- XV. Adjournment**