



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

Maureen MacKenzie
Administrator

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

DEPARTMENT OF HEALTH & HUMAN SERVICES BOARD MEETING
Via Zoom

Date: Wednesday, January 27, 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
Jodi Kelly, DON
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 December 23, 2020**
 - b. Closed Meeting Minutes of December 23, 2020**
 - c. Executive Meeting Minutes of December 23, 2020**
- VI. New Business**

- VII. Administrator Report**
 - a. Patient Opinion Survey/Morrison December , 2020 Report**
 - b. Census**
 - c. Worker's Compensation**
 - d. Union Update**
 - e. COVID-19/Vaccine Update**

- VIII. Financial Director Report**
 - a. Financial Report, December, 2020**
 - b. Cash Flow Discussion**
 - c. Deposit Distribution Report**
 - d. Accounts Payable Summary**
 - e. Payer A/R Aging**
 - f. Problematic Accounts**
 - g. 2020 Donations**
 - h. Budget Report**
 - i. 2020/2021 Summary**
 - i. COVID-19 Relief/Expenses**
 - j. 2020 Audit**

- IX. Maintenance Department**

- X. Policy Approval**
 - a. Activities**
 - i. Activity Job Chart**
 - ii. Activity Spaces Equipment**
 - iii. Basement Storage Area**
 - iv. Continuing Education**
 - v. Nail Care**
 - vi. Newsletter**
 - vii. Socials**
 - b. Administrative**
 - i. Dress Code**
 - ii. Personal Furniture**
 - iii. Personal Records and Procedures**
 - iv. Purchasing Policy**
 - v. Reporting of Suspected Crimes Under the Elder Justice Act**
 - vi. Resident Voting/Absentee Ballot**
 - vii. Telephone use for BCMCF Employees**
 - viii. Trust Fund Policy**
 - ix. Vehicle Safety- Resident/Employee**
 - c. Emergency Preparedness**
 - i. Active Shooter**
 - ii. Emergency Preparedness**
 - iii. Incident Command**
 - iv. Missing Resident and Elopement**
 - v. Non Functioning Fire Alarm or Sprinkler System Fire Watch**
 - vi. Requesting an 1135 Waiver**
 - vii. Severe Weather Policy**
 - viii. Shelter in Place**
 - ix. Water Management Program**

- d. Nursing
 - i. Adverse Drug Event

- XI. Closed Session – Motion: To go into Closed Session pursuant to MCLA 15.268, Sec 8 (e) to consider material exempt from discussion or disclosure by state of federal discussion.
- XII. Unfinished Business
- XIII. Miscellaneous Business
- XIV. Executive Session- Board Members Only
- XV. Adjournment

NEXT BOARD MEETING: February 24, 2021