



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

BAY COUNTY MEDICAL CARE FACILITY

BOARD MEETING

DATE: Wednesday, December 23, 2020

TIME: 8:30 a.m.

S. Shutt called the Board Meeting to order at 8:31 a.m.

ROLL CALL:

S. Shutt, present; Hampton Township, MI
K. Bejcek, present electronically; Williams Township, MI
B. Hayward present electronically; Bay City, MI

PRESENT: M. MacKenzie; Hampton Township, MI, J. Kelly; Hampton Township, MI, M. Regulski;
Hampton Township, MI, K. Gonzales; Hampton Township, MI, M. Wiegand; Hampton Township, MI

PUBLIC PRESENT: M. Lazar; Flint, MI

AGENDA

ACTION AND PLAN

<u>PUBLIC COMMENT:</u>	None.
<u>APPROVAL OF AGENDA:</u> a. Additions: b. Corrections:	<p>M. MacKenzie requested to pull Dress Code Policy, an administrative policy, from agenda for further clarification on steel-toed shoes within the facility. K. Bejcek motioned to approve the corrected agenda, pulling Dress Code Policy for further clarification, B. Hayward seconded the motion.</p> <p>All in Favor; motion carried.</p> <p>At 8:37 a.m. S. Shutt motioned to go into closed session, K. Bejcek seconded the motion.</p> <p>All in Favor; motion carried.</p> <p>Roll Call: S. Shutt, aye, K. Bejcek, aye, B. Hayward, aye</p>

<p><u>CLOSED SESSION:</u></p>	<p>Returned to Regular session at 9:54 a.m.</p> <p>B. Hayward motioned to allow attorney to negotiate the terms discussed in closed session, K. Bejcek seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><u>APPROVAL OF MINUTES:</u></p> <ul style="list-style-type: none"> • Approval of minutes from November 25, 2020 • Approval of closed minutes from November 25, 2020 	<p>K. Bejcek motioned to approve the minutes of the November 25, 2020, Board Meeting. B. Hayward seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><u>NEW BUSINESS:</u></p>	<p>None.</p>
<p><u>ADMINISTRATOR REPORT:</u></p> <ul style="list-style-type: none"> • Patient Opinion Survey • Census • Worker's Compensation • Union Update • COVID-19/Vaccine Update 	<p>M. MacKenzie stated that there was not a lot of feedback received in the month of November, 2020. A card from previous resident's family member was received; She is extremely thankful for the care received at the facility. Several calls were received about visitation during the holidays. Although frustrated, they understood the mandate by the State of Michigan.</p> <p>Census for November, 2020, is 105 or 56%. November, 2019 the census was 157 or 84%. In the month of November, 2020, there were 7 admissions, 11 discharges and 5 that expired.</p> <p>M. MacKenzie stated there are three control dates scheduled in January, 2021. One control date scheduled for February, 2021. Case L.K. was further discussed in closed with K. Gonzales, H.R. Director and M. Lazar.</p> <p>M. MacKenzie informed the board an agreement between Union and the facility was made. Health insurance caps are to increase. A one-time, \$125 off-scale payment facility-wide was discussed. Contract otherwise extended as is, for one year.</p> <p>J. Kelly informed the board that the past month has been challenging. Currently, Bay County's positivity rate is 17%. As of March, 2020, the facility has had 73 positive employees and 63 positive residents. Employees continue to test twice-weekly for COVID-19 until the county positivity is decreased to 10% for a two-week period. J.</p>

	<p>Kelly added that the facility has increased education and that 99% of staff has completed CMS training.</p> <p>J. Kelly stated the Nursing Administration Team has gone above and beyond, doing work outside their normal duties. A Case Management RN temporarily moved to the Infection Control Department to help.</p> <p>J. Kelly stated it is our responsibility to protect our residents. New admits are tested prior to admission, however some have become positive after their negative test was received. With the County positivity rate high, we risk introducing COVID-19 into the facility, so no admissions are being taken at this time.</p> <p>COVID-19 vaccinations will be administered by Walgreens. Infection Control is in contact with a representative. More information to come next week.</p> <p>Employees poled on whether they'd get the vaccination, 60% are in an agreement to be vaccinated.</p> <p>M. MacKenzie stated that the direct-care workers do not qualify for FFCRA and is advocating to extend leave to those exempted. M. Regulski to provide M. MacKenzie a calculation this will cost and will be brought to next month's meeting for final approval.</p> <p>K. Bejcek motioned to receive the administrator report #1., #2., #3. and #5. and approve #4. B. Hayward seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><u>FINANCIAL DIRECTOR REPORT:</u></p> <ul style="list-style-type: none"> a. Financial Report, November, 2020 b. Cash Flow Discussion c. Deposit Distribution Report d. Accounts Payable Summary e. Payer A/R Aging f. Problematic Accounts g. Budget Report <ul style="list-style-type: none"> i. 2019/2020 Summaries ii. 2020/2021 Summaries iii. 2020 Budget Amendments <ul style="list-style-type: none"> • R-35 COVID/606- Infection prevention Grant • R-38 COVID/605-YTD Amended Budget 2020 • E-100 COVID/605-YTD Amended Budget 2020 • T-22 Nursing/613-Nursing Overtime Deficit iv. Under 25K Amendments 2020 	<p>M. Regulski updated the Board on November, 2020 financials.</p> <p>Current cash on hand is 44 days. Days that accounts receivables are out is 32 days, compared to the 34 days last year. Personnel services are under-budget, kudos to the supervisors. Billers in the Business Office are doing a fine job with collections, only writing-off 4 cents to every dollar billed.</p> <p>K. Bejcek motioned to receive the Financial Report a., b., c., e., and f., and to approve d. and g., 3., S. Shutt seconded the motion.</p> <p>All in Favor; motion carried.</p>

<p><u>COVID-19 RELIEF/EXPENSES:</u></p>	<p>M. Regulski informed the board of the status of revenues and expenses related to COVID-19. The facility just received approved stimulus funding and hopes to receive \$1.35 million subsidy dollars. \$1.1 million has been expensed since March, 2020, due to COVID-19. It is calculated that \$412K of net COVID-19 personal services will be funded with Federal Cares money. Combining COVID-19 expenses and loss revenue is \$3.58 million. S. Shutt asked if the roughly \$725K short will be reimbursed? M. Regulski said there is 'talks' of a Bill in 2021 and there is no information at this time on reimbursements.</p> <p>S. Shutt motioned to receive the COVID-19 Relief/Expenses update, B. Hayward seconded the motion.</p> <p>All in Favor; motion carried</p>
<p><u>MAINTENANCE DEPARTMENT:</u></p>	<p>S. Shutt motioned to receive the Maintenance Report, B. Hayward seconded the motion.</p> <p>All in Favor; motion carried</p>
<p><u>POLICY APPROVALS:</u></p> <ul style="list-style-type: none"> a. Administrative <ul style="list-style-type: none"> i. C.N.A. Renewal ii. Conflict of Interest iii. Dress Code iv. Facility Assessment v. Facility Usage Policy vi. False Claims False Statements to Medicaid or Medicare vii. Labeling Clothing viii. Laundry and Linen ix. Missing Items Policy and Procedure x. QAPI xi. Resident Clothing xii. Routine Cleaning and Disinfection b. Nursing <ul style="list-style-type: none"> i. Abbreviations and Symbols ii. Admissions iii. Nebulizer Aerosol Treatment iv. Nursing Staff Report v. Novel Coronavirus Prevention and Response 	<p>S. Shutt motioned to approve administrative policies #1-#12, omitting #3 for further clarification and nursing policies #1-#5. K. Bejcek seconded the motion.</p> <p>All in Favor; Motion carried.</p>
<p><u>UNFINISHED BUSINESS:</u></p>	<p>None.</p>
<p><u>MISCELLANEOUS BUSINESS:</u></p>	<p>None.</p>

	<p>At 11:10 a.m. S. Shutt motioned to go into closed session, K. Bejcek seconded the motion.</p> <p>All in Favor; motion carried.</p> <p>Roll Call: S. Shutt, aye, K. Bejcek, aye, B. Hayward, aye</p>
<u>EXECUTIVE SESSION:</u>	<p>Returned to regular session at 11:20 a.m.</p> <p>K. Bejcek motioned to defer discussion at this time, S. Shutt seconded the motion.</p> <p>All in favor; motion carried.</p>
<u>ADJOURNMENT</u>	<p>With no other business, K. Bejcek motioned for adjournment, S. Shutt seconded the motion.</p> <p>All in favor; meeting adjourned at 10:39 a.m.</p>

NEXT BOARD MEETING

Wednesday, January 27, 2020, 8:30 a.m.

Respectfully submitted,



Sandy D. Shutt
Dept. of Health & Human Services Board