

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



**BAY COUNTY
MEDICAL
CARE FACILITY**

Maureen MacKenzie
Administrator

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BAY COUNTY MEDICAL CARE FACILITY
BOARD MEETING
DATE: Wednesday, February 24, 2021
TIME: 8:30 a.m.

S. Shutt called the Board Meeting to order at 8:32 a.m.

ROLL CALL:

S. Shutt, present; Hampton Township, MI
K. Bejcek, present electronically; Hampton Township, MI
B. Hayward, excused

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: None

AGENDA

ACTION AND PLAN

<u>PUBLIC COMMENT:</u>	None.
<u>APPROVAL OF AGENDA:</u> a. Additions: b. Corrections:	<p>M. MacKenzie requested to add worker's compensation claim, #0356-19-03152 to closed session for discussion and add Director of Nursing Report to the agenda moving forward. S. Shutt requested to remove resolution on the Corporate Compliance Policy and add closed session MCL 15.268(h) to the agenda. K. Bejcek motioned to add worker's compensation claim to Closed Session MCL 15.268(h) and D.O.N. Report to the agenda and remove the resolution to the Corporate Compliance Policy, S. Shutt 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 January 27, 2021 • Approval of Executive Minutes from January 27, 2021 • Approval of Executive Minutes of December 23, 2020 	<p>S. Shutt motioned to approve the minutes of the January 27, 2020 Board Meeting and defer the approval for executive minutes. K. Bejcek 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> <p>a. Patient Opinion Survey</p> <p>b. Census</p> <p>c. Worker's Compensation</p> <p>d. Union Update</p> <p>e. COVID-19/Vaccine Update</p>	<p>M. MacKenzie informed the board of two returned surveys back in the month of January, 2021, both received had positive feedback and happy with care. Many phone calls were also received concerning visitation daily.</p> <p>Census for January, 2021, was 106 or 57%. January, 2020, the census was 156 or 83 %. In the month of January, 2021, there were 16 admissions, 10 discharges and 5 expired. Today's census is 108 or 58.1%</p> <p>M. MacKenzie stated there are three control dates scheduled for March, 2021. Control dates continue to be rescheduled to a later date. Added claim #0356-19-03152 to be discussed in closed session.</p> <p>M. MacKenzie stated administration had met with the Union 2/18/21. Multiple staff were exempt from FFCRA relief between September 1, 2020 to December 31, 2020. M. MacKenzie stated she is also working with union representatives to put together a LOU for 12 hour shifts.</p> <p>K. Bejcek motioned to receive Union updates and approve reimbursement to employees for the time used/money unpaid due to being off because of COVID-19, to be paid to employees by May 31st, 2021, S. Shutt seconded both motions.</p> <p>All in Favor; motion carried.</p> <p>J. Kelly informed the board that the facility had their second COVID-19 vaccination clinic on 2/18/21. 57% of employees and 97% of residents were vaccinated to date. Third and final COVID-19 vaccination clinic is to be 3/15/21.</p> <p>Two employee positives were identified from the 2/18/21 COVID-19 testing, causing public visitation to be postponed. In order to facilitate public visitation, the</p>

	<p>facility must have 14 days with no positives, then the Activities Department will be handling the visitation station process and COVID-19 testing. Any positives will mandate resident testing on a weekly basis.</p> <p>Bay County's positivity rate has gone down to 3.4% and employees will be tested on a weekly basis.</p> <p>On 2/19/21, there was an incident with a juvenile escapee. At 9:09 a.m. the facility went in lockdown by making an announcement overhead and ROBO call to all employees. At 9:27 a.m. the escapee was back in the building next door and an announcement was made that all normal activity could continue. J. Kelly stated that everyone handled the situation as they should have. Dial-a-Ride was at the facility at the time to pick up a resident for an appointment. J. Kelly is to adjust and fine-tune the policy to reflect that possible scenario.</p> <p>J. Kelly readdressed the facility's five star rating. The facility received an IJ on 2/28/20 and to-date, it carries 168 points. One year from that date, the IJ will drop down to 54 points. Also in August, 2021, it's anticipated to go down another 100 points due to it being another year since an IJ from August, 2020. Red hand also to be removed after the end of the first quarter.</p> <p>Lastly, J. Kelly stated she will be off 3/16/21 and plans on returning in three weeks. B.J. Herdman, A.D.O.N., is to cover in her absence.</p> <p>K. Bejcek motioned to receive the administrator report a., b., c., e. and f., S. Shutt 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, January, 2021 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. 2020/2021 Summaries h. Budget Amendments/Transfers <ul style="list-style-type: none"> i. Post-Employment 272- E-8: To adjust unfunded OPEB and OBEB Interest 2021 i. Under \$25K Amendments/Transfers j. COVID-19 Relief/Expenses 	<p>M. Regulski updated the Board on January, 2021 financials.</p> <p>Currently in the process of closing 2020 and current cash on hand is 29 days. January '21 financials are similar to December 2020. M. Regulski stated the processing of our payables is more rapid because there are less invoices due to the pandemic. Overtime is still an issue, ADP, the facility's payroll platform is new and overtime has been necessary for staff to verify payroll processes. The process is gradually improving, with last payroll being the cleanest.</p> <p>M. Regulski is trying to decipher a better way for projecting cash flows, more to come.</p> <p>M. Regulski stated estimated loss is revenue due to the pandemic from March '20 -January '21 is \$3.5 million. To date, \$295K of the \$890K monies have been reimbursed</p>

	<p>from the state-mandated \$2 an hour increase for eligible employees.</p> <p>K. Bejcek motioned to receive the Financial Report a., b., c., e., f., g., i., and j., and to approve amendment i., and d. for payment, S. Shutt seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><u>MAINTENANCE DEPARTMENT:</u></p>	<p>M. MacKenzie spoke on the Maintenance Report for January, 2021. Board is requesting that the new dishwasher be installed. M. Regulski reinitiated conversations with Goudreau for design work of the kitchen. All to be done in 2022. M. Regulski said a round table discussion will be necessary with both Goudreau and Morrison. Anticipating \$5.6 million plus for completion.</p> <p>K. Bejcek motioned to receive the Maintenance Report, S. Shutt seconded the motion.</p> <p>All in Favor; motion carried</p>
<p><u>POLICY APPROVALS:</u></p> <p>a. Activities</p> <ul style="list-style-type: none"> i. Care Plans ii. Food Handling iii. Music Programs iv. Sensory Stimuli v. Resident Voting <p>b. Administrative</p> <ul style="list-style-type: none"> i. Abuse Neglect and Exploitation ii. Acceptable Use Policy of IT Systems change admin iii. Anti-Nepotism iv. Code of Conduct v. Confidentiality Statement Students and Vendors vi. Conflict of Interest vii. Corporate Compliance Change admin viii. Credentialing Medical Staff ix. End-of-Month Medicare Triple Check x. Ethics Committee xi. New Hire Background Check/Reference Checking xii. Physician Provider Credentialing xiii. Professional Education Internship Program xiv. Reimbursement for CNA Training and 	<p>S. Shutt motioned to remove the Corporate Compliance Policy's Resolution to correctly align and to approve activity policies #1-#5, administrative policies #1.- #20., and nursing policies #1-#19, K. Bejcek seconded the motion.</p> <p>All in Favor; Motion carried.</p>

<p>Testing</p> <p>xv. Social Media</p> <p>c. Nursing</p> <ul style="list-style-type: none"> i. Aid to Choking Victim ii. Antibiotic Stewardship iii. Anti-Psychotic Medication Use iv. Automatic Stop Orders v. Bed Bug Prevention and Management vi. Care of C-PAP and Bi-PAP Equipment vii. Catheter Bag viii. Clinical Nutrition Services ix. Examination for and/or Removal of Fecal Impaction x. Indwelling Catheter Removal xi. Irrigation of Indwelling Catheter xii. Nebulizer Aerosol Treatment xiii. Traction Removal of Gastric Peg or PEJ xiv. Replacement of Gastrostomy Tube xv. Safety Wheelchair Transportation xvi. Storage and Use of Food from Outside xvii. Suprapubic Catheter insertion and Removal xviii. Tube Feeding Administration xix. Tuberculosis Exposure Control Plan 	
<p><u>CLOSED SESSION:</u></p>	<p>At 10:30 a.m. K. Bejcek motioned to go into closed session, S. Shutt seconded the motion.</p> <p>All in Favor; motion carried.</p> <p>Roll Call: S. Shutt, aye, K. Bejcek, aye</p>
<p><u>UNFINISHED BUSINESS:</u></p>	<p>Returned to regular session at 10:51 a.m.</p> <p>K. Bejcek motioned to receive worker's compensation claim #0356-19-03152 and defer decision until B. Hayward is informed of the case, S. Shutt seconded the motion.</p> <p>All in favor; motion carried.</p> <p>At 10:51 a.m. K. Bejcek motioned to go into executive session, S. Shutt seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><u>MISCELLANEOUS BUSINESS:</u></p>	<p>None.</p> <p>Returned to regular session at 11:26 a.m.</p> <p>S. Shutt motioned to approve the Administrator's</p>

	<p>evaluation, K. Bejcek 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 11:27 a.m.</p>

NEXT BOARD March 24, 2021, 8:30 a.m.

Respectfully submitted,



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

SDS/mnw