



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

Maureen MacKenzie
Administrator

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BAY COUNTY MEDICAL CARE FACILITY

BOARD MEETING

DATE: FRIDAY, March 27, 2020

TIME: 8:00 a.m.

S. Shutt called the Board Meeting to order at 8:33 a.m.

ROLL CALL: C. Howell, S. Shutt, present, K. Bejcek, present electronically.

OTHERS PRESENT: M. MacKenzie, M. Regulski, M. Wiegand.

AGENDA

ACTION AND PLAN

| <u>AGENDA</u> | <u>ACTION AND PLAN</u> |
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| <u>APPROVAL OF AGENDA: 3/27/2020</u> Additions: *Add Closed session Corrections: None | C. Howell motioned to approve the corrected agenda, K. Bejcek seconded the motion. All in Favor; motion carried. |
| <u>APPROVAL OF MINUTES:</u> Approval of minutes from *February 28, 2020 *March 4, 2020 *March 11, 2020 | K. Bejcek motioned to approve the minutes of the 2/28/2020, 3/4/2020 and 3/11/2020 Board Meetings. C. Howell seconded the motion. All in Favor; motion carried. |
| <u>PUBLIC COMMENT:</u> | None. |
| <u>NEW BUSINESS:</u> | None. |
| <u>ADMINISTRATOR REPORT:</u> A. Patient opinion Survey | M. MacKenzie discussed surveys and received positive feedback, also received a letter from a resident family thanking the facility for great care and Courtney, a CNA, for connecting him and his mother on the phone while visitors are |

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| <p>B. Census</p> <p>C. Construction Update</p> <p>D. Worker's Compensation</p> | <p>not allowed entry due to Covid-19 regulations. CNA's are going above and beyond. No CNA call-ins on 3/26/2020. A. Smith, Discharge Coordinator, was also recognized for her great care in working with resident families.</p> <p>Census for February, 2020- 84.2%, (February 2019- 92.4%). The month of February, 27 admissions, 22 discharges and 4 expirations.</p> <p>Inspection of Phase 6A to be done 3/30/2020. Halt of construction is to be expected in mid-April, 2020, after 6A is complete.</p> <p>Change in information on third claimant, control date moved to 4/29/2020.</p> <p>K. Bejcek motioned to receive Administrative Report, C. Howell seconded the motion.</p> <p>All in Favor; motion carried.</p> |
| <p><u>FINANCIAL REPORT:</u></p> <p>A. February, 2020, Financials</p> <ol style="list-style-type: none"> 1. Deposit Distribution Report 2. Accounts Payable Summary 3. Payer A/R Aging 4. Problematic Accounts <p>B. Budget Report Summaries</p> <ol style="list-style-type: none"> 1. 2019/2020 2. Budget Amendments 2020 <ul style="list-style-type: none"> o R-10 Business Office <p>C. Millage/Loan Discussion</p> | <p>M. Regulski updated the board on Covid-19 associated costs. Currently in the process of creating a new department and payroll codes to capture all items incurred that are necessary due to the pandemic. Reimbursement possible through cost-report.</p> <p>C. Howell motioned to receive the Financial Report (A, #1,#3 &#4) and to approve for payment (A,#2), K. Bejcek seconded the motion.</p> <p>All in Favor; motion carried.</p> <p>C. Howell motioned to receive 2019/2020 Budget Report Summary and approve 2020 Budget Amendment, K. Bejcek seconded the motion.</p> <p>All in Favor; motion carried.</p> <p>M. Regulski updated the board on the status of the proposed millage/loan. A public hearing notice ad to be in the April 2, 2020, publication of the Bay City Times. Details will be discussed 4/14/2020.</p> <p>Construction phase 6A to be complete and construction to halt on or around 4/17/2020.</p> |

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| | <p>K. Bejcek motioned to receive the Millage/Loan update. C. Howell seconded the motion.</p> <p>All in Favor; motion carried.</p> |
| <p><u>POLICY APPROVALS:</u></p> <p>a) Activity Policies</p> <ol style="list-style-type: none"> 1. Religious Programs 2. Resident Council Meetings 3. Activity Outings 4. Exercise or Active Games | <p>C. Howell motioned to approve Activity Policies #1-#4, K. Bejcek seconded the motion.</p> <p>All in Favor; Motion carried</p> |
| <p><u>ADJOURNMENT</u></p> | <p>At 9:43 a.m., C. Howell motioned to go into closed-session , K. Bejcek seconded the motion.</p> <p>All in Favor; motion carried.</p> <p>Returned to Regular session at 9:57 a.m.</p> <p>Board approves attorney's recommendations.</p> <p>With no other business, C. Howell motioned for adjournment, K. Bejcek seconded the motion.</p> <p>All in favor; meeting adjourned at 10:04 a.m.</p> |

NEXT BOARD MEETING

FRIDAY, April 24, 2020; 8:00 a.m.

Respectfully submitted,

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