



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](http://www.BayCountyMCF.com)

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

**Date:** Wednesday, March 24, 2021  
**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 February 24, 2021
  - b. Closed Meeting Minutes of February 24, 2021
- VI. New Business
- VII. Administrator Report

- a. Patient Opinion Survey
- b. Census
- c. Worker's Compensation
- d. Union Update
- e. COVID-19/Vaccine Update

**VIII. Financial Director Report**

- a. Financial Report
  - i. December, 2020
  - ii. February, 2021
- b. Cash Flow Discussion
- c. Deposit Distribution Report
- d. Accounts Payable Summary
- e. Payer A/R Aging
- f. Problematic Accounts
- g. Budget Report
  - i. 2020/2021 Summary
- h. Under \$25K Amendments/Transfers
- i. COVID-19 Relief/Expenses

**IX. Maintenance Department**

**X. Construction Update**

**XI. Policy Approval**

- a. Activity
  - i. Family Visits During Pandemic
- b. Administrative
  - i. Internet Use
  - ii. Personal Electronic Device
  - iii. Smoking
- c. Nursing
  - i. Administration of Injections
  - ii. Advanced Directives
  - iii. Antibiotic Stewardship
  - iv. Bladder Scan
  - v. BBP Ex plan
  - vi. Clean Dressing Technique
  - vii. Colostomy Irrigation
  - viii. CPR
  - ix. Culturing Wound/Skin Infections
  - x. Enteral Tube medication Administration
  - xi. Gait Belt Procedure
  - xii. Inpatient Psychiatric Admission Procedure
  - xiii. Lift Seat Integrity
  - xiv. Ostomy Appliance Application
  - xv. Respiratory Hygiene and Cough Etiquette
  - xvi. Restorative Nursing Services
  - xvii. Sterile Dressing Change
  - xviii. Transmissions Based Precautions

- XII. Closed Session – Motion: To go into Closed Session pursuant to MCL 15.268 (a) to consider material exempt from discussion or disclosure by state of federal discussion.**
- XIII. Unfinished Business**
- XIV. Miscellaneous Business**
- XV. Adjournment**

**NEXT BOARD MEETING: April 28, 2021**