

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

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

**BAY COUNTY MEDICAL CARE FACILITY**

**BOARD MEETING**

**DATE: Wednesday, October 28, 2020**

**TIME: 8:30 a.m.**

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

**ROLL CALL:** S. Shutt present, BCMCF, Essexville, MI, K. Bejcek present electronically, Auburn, MI, B. Hayward present electronically, Bay County Court Office, Bay City, MI

**PRESENT:** M. MacKenzie, BCMCF, Essexville, MI, M. Regulski, BCMCF, Essexville, MI, M. Wiegand, BCMCF, Essexville, MI

**PUBLIC PRESENT:**

**AGENDA**

**ACTION AND PLAN**

<b><u>PUBLIC COMMENT:</u></b>	None.
<b><u>APPROVAL OF AGENDA:</u></b>  a. Additions: b. Corrections:	M. MacKenzie requested to correct the agenda, changing b. # 4. to c. Maintenance Report and add d. Construction Update. K. Bejcek motioned to approve the agenda with those additions, S. Shutt seconded the motion.  All in Favor; motion carried.
<b><u>APPROVAL OF MINUTES:</u></b>  a. Approval of minutes from September 28, 2020   b. Approval of minutes from October 9, 2020   c. Special Meeting of October 15, 2020	S. Shutt motioned to approve the minutes of the September 28, 2020, Board Meeting. K. Bejcek seconded the motion.  All in Favor; motion carried.  S. Shutt motioned to approve the minutes of the October 9, 2020, Board Meeting. K. Bejcek seconded the motion.  All in Favor; motion carried.  S. Shutt motioned to approve the minutes of the October 15, 2020, Special Meeting. K. Bejcek seconded the motion.  All in Favor; motion carried.

**NEW BUSINESS:**

a. Introduction of new Board Member-  
Ms. Barbara Hayward

S. Shutt introduced Barbara Hayward, Bay County Medical Care Facility's newly, State-appointed board member. Barbara has spent 40 plus years in Bay County and has worked as Assistant Prosecutor for Bay County for over 25 years. Barbara added that she is very pleased to be a part of the DHHS Board.

b. Senate Bill 1108

S. Shutt informed the board of Senate Bill 1108. Senate Bill 1108 permits virtual public meetings when local government declares a state of emergency.

c. Maintenance Report

Maintenance Director, G. Phillips is in preparation for the Life Safety Survey.

d. Construction Update

M. Mackenzie restated that the construction project has been halted. Maintenance is in the process of building three visitation stations for the public to visit during colder months.

M. MacKenzie was questioned by the Board of the status of the facility in relation to COVID-19. M. MacKenzie said there were two positive employees from this week's COVID-19 testing. The facility is using the MI Safe Start Map to determine how often employees are required to test.

K. Bejeck motioned to receive the new business, S. Shutt seconded the motion.

All in Favor; motion carried.

**ADMINISTRATOR REPORT:**

## a. Patient Opinion Survey

M. MacKenzie discussed surveys received in September, 2020, were satisfactory. For the most part, families are supportive and understanding, but very frustrated. Not many surveys are being returned.

Additionally, M. MacKenzie informed the board that three trees have been planted on the premise, in memory of a previous resident that resided at the facility

## b. Census

The average census for September, 2020, was 68%/127. September, 2019 the average census was 85%/158. M. MacKenzie informed the board in the month of September, 2020, the facility had 16 admits, 13 discharges and 3 expirations.

Area facilities are also experiencing low census.

## c. Worker's Compensation

M. MacKenzie updated the board that there are three November control dates, one is pushed out to December, 2020.

FFRCA applications have been made by a few employees. There are likely to be more in the future.

S. Shutt motioned to receive Administrator's Report, K. Bejcek seconded the motion.

All in Favor; motion carried.

**FINANCIAL DIRECTOR REPORT:**

## a. Financial Report, September, 2020

M. Regulski updated the Board on September, 2020 financials.

## b. Deposit Distribution Report

## c. Accounts Payable Summary

## d. Payer A/R Aging

## e. Problematic Accounts

f. 3<sup>rd</sup> Quarter Donations

## g. Budget Report

M. Regulski informed that the facility is separating all COVID-19 expenses from the normal day-to-day operations to better audit the expenses.

## i. 2019/2020 Summaries

## ii. 2020 Budget Amendments

- Business Office- R-33-Health Insurance Adjustment
- 2020 Under \$25,000 Budget Amendments

K. Bejcek motioned to receive the Financial Report a., b., d., e. and f., and to approve c. and g., 2 and 3, S. Shutt seconded the motion.

## iii. 2021 Budget Amendments

- Building and Grounds- E-2-Reduction of Wages
- 2021 Under \$25,000 Budget Amendments

All in Favor; motion carried.



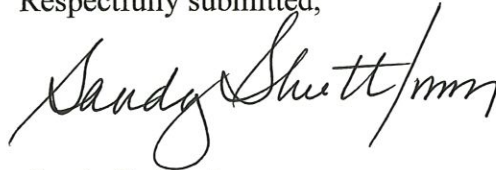
<p><b><u>CASH FLOW DISCUSSION:</u></b></p>	<p>M. Regulski reported 74 days cash on hand. The Facility has received relief monies for infection control and COVID-19 related expenses.</p> <p>K. Bejcek motioned to receive the Cash Flow Discussion, S. Shutt seconded the motion.</p> <p>All in Favor; motion carried</p>
<p><b><u>COVID-19 RELIEF/EXPENSES:</u></b></p>	<p>M. Regulski discussed in the month of September, the facility had approximately \$700,000 in COVID-19 related expenses. He is anticipating a possible third tranche of "Cares" money after the November 6, 2020, application deadline. We are expecting to have 40-50 days cash on hand at the end of the year.</p> <p>K. Bejcek motioned to receive the COVID-19 Relief/Expenses update, S. Shutt seconded the motion.</p> <p>All in Favor; motion carried</p>
<p><b><u>POLICY APPROVALS:</u></b></p> <p>a. ADMINISTRATIVE</p> <ul style="list-style-type: none"> <li>i. Educational Reimbursement</li> <li>ii. Flexible Spending</li> <li>iii. Hearing Protection Noise and Safety</li> <li>iv. I-9 Forms</li> <li>v. Nursing Mothers</li> <li>vi. Request for Medical Records</li> <li>vii. Smoking Policy</li> <li>viii. Solicitation-Distribution</li> <li>ix. Telephone Use for BCMCF Employees</li> <li>x. Travel</li> <li>xi. Union Requests for Information</li> <li>xii. Workers Compensation</li> </ul> <p>b. NURSING</p> <ul style="list-style-type: none"> <li>i. General Infection Prevention and Control</li> <li>ii. Novel Coronavirus Prevention and Response</li> <li>iii. Scabies</li> <li>iv. Transmission Based Precautions</li> </ul>	<p>K. Bejcek motioned to approve administrative policies #1-#12 and nursing policies #1-#4 B. Hayward seconded the motion.</p> <p>All in Favor; Motion carried.</p>
<p><b><u>CLOSED SESSION:</u></b></p>	<p>At 10:00 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><b><u>DETERMINATION OF MEETINGS DATES/TIMES:</u></b></p>	<p>Returned to Regular session at 10:31 a.m.</p> <p>K. Bejcek motioned to receive legal update, S. Shutt seconded the motion.</p>

	<p>All in Favor; motion carried.</p> <p>S. Shutt requested to schedule the upcoming November and December Board Meeting dates and times. It was agreed to meet on the 4<sup>th</sup> Wednesday of the month at 8:30 a.m. on November 25, 2020, and December 23, 2020.</p> <p>K. Bejcek motioned to receive the agreed upon upcoming Board Meeting dates and times, S. Shutt seconded the motion.</p> <p>All in Favor; motion carried.</p>
<b><u>UNFINISHED BUSINESS:</u></b>	None.
<b><u>MISCELLANEOUS BUSINESS:</u></b>	None.
<b><u>ADJOURNMENT</u></b>	<p>With no other business, K. Bejcek motioned for adjournment, S. Shutt seconded the motion.</p> <p>All in favor; meeting adjourned at 10:37 a.m.</p>

**NEXT BOARD MEETING**

**Wednesday, November 25, 2020, 8:30 a.m.**

Respectfully submitted,



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