



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

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BAY COUNTY MEDICAL CARE FACILITY BOARD MEETING DATE: Monday September 28, 2020 TIME: 8:30 a.m.

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

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

PRESENT: M. MacKenzie, M. Regulski, C. Brozewski, M. Wiegand, A. Parsons

PUBLIC PRESENT:

AGENDA

ACTION AND PLAN

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APPROVAL OF AGENDA:	
Additions:	S. Shutt requested to establish dates and times for
	upcoming board meetings. K. Bejcek motioned to approve
	the agenda with that addition, S. Shutt seconded the
Corrections:	motion.
Concentions.	motion.
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DUDI IC COMMENT	All in Favor; motion carried.
PUBLIC COMMENT:	
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APPROVAL OF MINUTES:	100
Approval of minutes from August 26, 2020	K. Bejcek motioned to approve the minutes of the August
	26, 2020, Board Meeting. S. Shutt seconded the motion.
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	All in Favor; motion carried.
NEW BUSINESS:	
	S. Shutt informed her term as Board Chair is complete as
	of October 1, 2020. She discussed to those in attendance
	that she has applied for another three-year term as Board
	Chair.
	M. Regulski welcomed new Staff Accountant, Alana
	Parsons to the Board, her start date with the facility was
	9/9/2020.
	71712020.
	K Bejeck motioned to receive the new business C Clause
	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 August were satisfactory and had positive feedback.
B. Census	The average census for August, 2020, was 67.91%. August, 2019 the average census was 84.83%. On this day, our census is 69.74% and 84.51% in 2019. M. MacKenzie informed the board in the month of August, 2020, the facility had eight admits, five discharges and two expirations.
C. Construction Update	M. MacKenzie conversed with John Lancek regarding the need to extend the CON. The State of Michigan is requesting a progress report and he is to facilitate the report.
D. Worker's Compensation	There are four pending worker's compensation cases.
E EECD A	Financials to be discussed in closed.
E. FFCRA	Department of Labor had excluded some healthcare workers in the Public Act of 1960 (\$2 Hazard-pay incentive). Because of this, the DOL has created a new act that expands family and medical leave requirements for all public and private employers.
	S. Shutt motioned to receive Administrator's Report (AE.), K. Bejcek seconded the motion.
F. COVED 40 (1.111.1.)	All in Favor; motion carried.
F. COVID -19 (Addition)	M. MacKenzie was questioned by the Board of the status of the facility in relation to COVID-19. She informed the Board there are currently no positives and outside visitors need to be temped, masked and educated. She also stated that we're in the process of implementing an indoor visitation.
	S. Shutt motioned to receive the added COVID-19 Report, K. Bejcek seconded the motion.
	All in Favor; motion carried.
FINANCIAL REPORT:	
A. August, 2020, Financials	M. Regulski updated the Board on August, 2020 financials. Budget Hearings were held 9/1/2020 through
 Deposit Distribution Report Accounts Payable Summary 	9/4/2020. M. Regulski maintained that 2021 Budget will be status quo, consistent with fiscal year 2020.

- 3. Payer A/R Aging
- 4. Problematic Accounts

Departmental budgets were constructed based on an 86% census and the current census is 66%.

K. Bejcek motioned to receive the Financial Report (A. #1, #3, & #4.) and to approve for payment (A. #2), S. Shutt seconded the motion.

All in Favor; motion carried.

S. Shutt motioned to receive 2019/2020 Budget Report Summaries, approve 2020 Budget Amendments (#2, a.-q.) and receive under \$25k budget/transfers, K. Bejcek seconded the motion.

All in Favor; motion carried.

- B. Budget Report Summaries
 - 1. 2019/2020
 - 2. Budget Amendments 2020
 - a. Activities budget based on 2020 YTD Expenses-E55
 - Business Office budget based on 2020 YTD Expenses-E58
 - c. Dietary budget based on 2020 YTD Expenses-E59
 - d. Human Resources budget based on 2020 YTD Expenses-E62
 - e. Nursing Ancillaries budget based on 2020 YTD Expenses-E64
 - f. Buildings and Grounds budget based on 2020 YTD Expenses-E65
 - g. Rehab Ancillaries budget based on 2020 YTD Expenses-E70
 - h. Nursing budget based on 2020 YTD Expenses-E71
 - i. Post-Employment budget based on 2020 YTD Expenses-E75
 - j. Nursing duplicated budgeted monies-E77
 - k. Contagious Diseases COVID-19-E79
 - Dietary budget based on 2020 YTD Revenue-R24
 - m. Rehab Ancillaries budget based on 2020 YTD Revenue-R27
 - n. Nursing budget based on 2020 YTD Revenue-R28
 - o. Nursing Ancillaries budget based on 2020 YTD Revenue-R29
 - p. Business Office budget based on 2020 YTD Revenue-R30
 - q. Contagious Diseases COVID-19-R31
 - 3. Under \$25K Amendments/Transfers
- C. 2021 Budget Discussion
 - 1. Budget Resolution 2020-01

M. Regulski went over the requested 2021 budget. Calculating at 83% occupancy rate of 186 beds. Difficult to see 2021 synopsis much different than 2020. To use 2019 Cost Report to project figures for 2021 and did not include millage, if passed in figures. Employer pension

and VEBA payments for January, 2020, through September, 2020, are to be paid in full mid-October. K. Bejcek motioned to receive the 2021 Budget Discussion, S. Shutt seconded the motion. All in Favor; motion carried. D. Cash Flow Discussion Anticipate 60 days cash on hand by the end of the year. More details to come at 10/28/2020 Board Meeting. K. Bejcek motioned to receive the Cash Flow update, S. Shutt seconded the motion. All in Favor; motion carried. E. COVID-19 Relief/Expenses M. Regulski updated the board on COVID-19 Relief/Expenses. Received \$308,000 earmarked for infection control. Based-off Nursing Home Performance, J. Kelly, DON, Infection Control to meet requirements for possible second traunch of relief monies. K. Bejcek motioned to receive the COVID-19 Relief/Expenses update, S. Shutt seconded the motion. All in Favor; motion carried. F. Millage Discussion M. Mackenzie updated the board on the status of the millage. The proposal is on the ballot. K. Bejcek motioned to receive the Millage update. S. Shutt seconded the motion. All in Favor; motion carried. **POLICY APPROVALS:** A. Administrative K. Bejcek motioned to approve administrative policies #1-1. Guest Meal Trays for Families #6 and nursing policies #1-#12 S. Shutt seconded the 2. Personal TV's & Electrical Equipment motion. 3. Compensatory Time Off 4. Discriminatory and Sexual Harassment All in Favor; Motion carried. 5. Sick and Accident 6. Family and Medical Leave Act B. Nursing 1. IV Services 2. Elopement Assessment 3. Oral Pharyngeal Suctioning 4. Urine Culture Collection 5. C-Diff

6. Physician Visit and Physician Delegation	
7. Stat Laboratory	
8. Pneumonia Vaccine	
9. Maintenance of Oxygen Equipment	
10. Urinary Catheterization	
11. Pandemic Response	
12. Novel Coronavirus Prevention and Response	
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CLOSED SESSION:	
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	At 10:48 a.m. S. Shutt motioned to go into closed session,
	K. Bejcek seconded the motion.
	All in Favor; motion carried.
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A D TOTAL SERVICE	Roll Call: S. Shutt, aye, K. Bejcek, aye
<u>ADJOURNMENT</u>	
	Returned to Regular session at 11:04 a.m.
	K. Bejcek motioned to approve item #1 and receive #2, S.
	Shutt seconded the motion.
	Shutt seconded the motion.
	All in Favor; motion carried.
	With no other business, K. Bejcek motioned for
	adjournment, S. Shutt seconded the motion.
	and the file of the second of
	All in favore meeting adjourned at 11,000 as
	All in favor; meeting adjourned at 11:08a.m.

NEXT BOARD MEETING

Wednesday, October 28, 2020, 8:30 a.m.

Respectfully submitted,

Sandy D. Shutt

Dept. of Health & Human Services Board

SDS/mnw