



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

Maureen MacKenzie  
Administrator

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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**

<b><u>APPROVAL OF AGENDA:</u></b>  Additions:  Corrections:	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 motion.  All in Favor; motion carried.
<b><u>PUBLIC COMMENT:</u></b>	None.
<b><u>APPROVAL OF MINUTES:</u></b>  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.  All in Favor; motion carried.
<b><u>NEW BUSINESS:</u></b>	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.  K. Bejcek motioned to receive the new business, S. Shutt

	<p>seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><b><u>ADMINISTRATOR REPORT:</u></b></p> <p>A. Patient Opinion Survey</p> <p>B. Census</p> <p>C. Construction Update</p> <p>D. Worker's Compensation</p> <p>E. FFCRA</p> <p>F. COVID -19 (Addition)</p>	<p>M. MacKenzie discussed surveys received in August were satisfactory and had positive feedback.</p> <p>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.</p> <p>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.</p> <p>There are four pending worker's compensation cases. Financials to be discussed in closed.</p> <p>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.</p> <p>S. Shutt motioned to receive Administrator's Report (A.-E.), K. Bejcek seconded the motion.</p> <p>All in Favor; motion carried.</p> <p>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.</p> <p>S. Shutt motioned to receive the added COVID-19 Report, K. Bejcek seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><b><u>FINANCIAL REPORT:</u></b></p> <p>A. August, 2020, Financials</p> <p>1. Deposit Distribution Report</p> <p>2. Accounts Payable Summary</p>	<p>M. Regulski updated the Board on August, 2020 financials. Budget Hearings were held 9/1/2020 through 9/4/2020. M. Regulski maintained that 2021 Budget will be status quo, consistent with fiscal year 2020.</p>

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.

B. Budget Report Summaries

1. 2019/2020
2. Budget Amendments 2020
  - a. Activities budget based on 2020 YTD Expenses-E55
  - b. 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
  - l. 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

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.

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





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	
<b><u>CLOSED SESSION:</u></b>	<p>At 10:48 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</p>
<b><u>ADJOURNMENT</u></b>	<p>Returned to Regular session at 11:04 a.m.</p> <p>K. Bejcek motioned to approve item #1 and receive #2, S. Shutt seconded the motion.</p> <p>All in Favor; motion carried.</p> <p>With no other business, K. Bejcek motioned for adjournment, S. Shutt seconded the motion.</p> <p>All in favor; meeting adjourned at 11:08a.m.</p>

**NEXT BOARD MEETING**  
**Wednesday, October 28, 2020, 8:30 a.m.**

Respectfully submitted,



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