

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

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BAY COUNTY MEDICAL CARE FACILITY
BOARD MEETING
DATE: Wednesday, April 21, 2021
TIME: 8:30 a.m.

S. Shutt called the Board Meeting to order at 8:35 a.m.

ROLL CALL:

S. Shutt, present; Hampton Township, MI
K. Bejcek, present; Hampton Township, MI
B. Hayward, present; Hampton Township, MI

PRESENT:

M. MacKenzie; Hampton Township, MI
M. Regulski; Hampton Township, MI
J. Kelly; Hampton Township, MI
K. Gonzales; Hampton Township, MI
M. Wiegand; Hampton Township, MI

PUBLIC PRESENT: None

AGENDA

ACTION AND PLAN

<u>PUBLIC COMMENT:</u>	None.
<u>APPROVAL OF AGENDA:</u> a. Additions: b. Corrections:	<p>M. MacKenzie requested to add DON Report, and update on the Financial Director position, to the Administrative Report and add claim 0356-19-03152 to Closed Session for discussion. S. Shutt requested to add County Commissioners Update to New Business; B. Hayward motioned to add these additions and approve the agenda. K. Bejcek seconded the motion.</p> <p>All in Favor; motion carried.</p>

<p><u>APPROVAL OF MINUTES:</u></p> <ul style="list-style-type: none"> • Approval of minutes from March 24, 2021 • Approval of closed minutes from March 24, 2021 	<p>K. Bejcek motioned to approve March 24, 2021 minutes, B. Hayward seconded the motion.</p> <p>All in Favor; motion carried.</p> <p>S. Shutt motioned to approve March 24, 2021 closed minutes, K. Bejcek seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><u>NEW BUSINESS:</u></p>	<p>S. Shutt informed the board that Bay County Executive, Jim Barcia, extended the state of emergency through July 13, 2021. This extension will allow municipalities to continue to meet virtually during the pandemic.</p> <p>S. Shutt is also proposing a facility invite, for a meet-and-greet to the board of commissioners. S. Shutt will facilitate and inform the board at a later date.</p> <p>K. Bejcek motioned to receive new business, B. Hayward seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><u>ADMINISTRATOR REPORT:</u></p> <ul style="list-style-type: none"> a. Patient Opinion Survey b. Census c. Worker's Compensation d. Union Update e. COVID-19/Vaccine Update 	<p>M. MacKenzie informed the board one returned survey in March, 2021 and it was delightful.</p> <p>Census for March, 2021, was 101 or 54.3%. In the month of March, 2021, there were 13 admissions, 11 discharges and 1 expired. Today's census is 105 or 56.4%</p> <p>M. MacKenzie stated that the facility halted admissions April 12-16 due to high county and state positivity rate to help keep the residents safe.</p> <p>M. MacKenzie stated control dates are being bumped-out again, pending response. One claimant was approved to return to work but is now off due to Covid.</p> <p>M. MacKenzie stated a Union election was held last week. Chris Sova has been elected President. Both DON and Administrator are pleased with this due to his communication skills.</p> <p>J. Kelly informed the board that 89.5% of residents and 52.5% of employees have been fully vaccinated. The</p>

	<p>facility is working with Hometown Pharmacy and recently received Johnson and Johnson vaccines but none had been administered. Johnson and Johnson Covid-19 vaccine distribution and use has been paused by the FDA.</p> <p>Currently, the facility has one Covid-19 positive resident in house and one Covid-19 positive resident at the hospital.</p> <p>K. Bejcek asked what the process is when a new admit comes in only “half-vaccinated?” J. Kelly said that they do their best to get their second round complete in an appropriate manner at the original place.</p> <p>M. MacKenzie updated the board on the Financial Director opening. M. Regulski led the interview process and is working with HR to reschedule third interviews. Becoming a new, high-level employee halfway through the year, accrues little paid-time-off for the new employee. M. MacKenzie proposed to negotiate 80 hours PTO to start as added incentive to accept the offering of the position. M. Regulski to help train the new Finance Director. M. Regulski has agreed to work consultatively for negotiations.</p> <p>S. Shutt motioned to receive the administrator report a.-e and approve the permission to negotiate PTO days to M. MacKenzie, B. Hayward seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><u>FINANCIAL DIRECTOR REPORT:</u></p> <ul style="list-style-type: none"> a. Financial Report, March, 2021 <ul style="list-style-type: none"> i. December, 2020 ii. March, 2021 b. Cash Flow Discussion c. Deposit Distribution Report d. Accounts Payable Summary e. Payer A/R Aging f. Problematic Accounts g. Budget Report <ul style="list-style-type: none"> i. 2020/2021 Summaries h. Under \$25K Amendments/Transfers i. COVID-19 Relief/Expenses 	<p>M. Regulski updated the Board on March, 2021 financials. Not a lot of changes since February, 2021 and there are a few large journal entries left to do for fiscal year 2020. Current cash on hand for March ‘21 is 81 days, AR receivable turnover is 31 days. Receivables are down about 40% compared to last year. Very challenging to forecast cash flow. Increase in personal services; ie; labor is up due to being fully-staffed at half census. K Bejcek asked, “Why we are staffed the same with half census?” J. Kelly stated that a unit was closed down but not until 11/4/2020. Implementation of 12-hour shifts have also helped mitigate overtime, but currently there are three employees out on S and A and not only do we pay them 66% of their wages while they’re off, but the position then also needs to be covered.</p> <p>K. Bejcek motioned to receive the Financial Report a. i. and a. ii., b., c., e., f., g., h., i. and approve for payment d. S. Shutt seconded the motion.</p> <p>All in Favor; motion carried.</p>

<p><u>MAINTENANCE DEPARTMENT:</u></p>	<p>M. MacKenzie informed the board that the Director of Maintenance is in the process of retiring. The Assistant Director will transition to vacated position.</p> <p>K. Bejcek motioned to receive both the update from the Administrator and Maintenance Report, S. Shutt seconded the motion.</p> <p>All in Favor; motion carried</p>
<p><u>CONSTRUCTION UPDATE:</u></p>	<p>M. Regulski informed the board that phase 6 and 7 are being discussed to better prepare for when the facility is ready to restart construction. Planning the restart November, 2021, dependent upon financial position. Finance Director and Administrator will schedule meeting with Goudreau and Associates later in the Summer.</p> <p>S. Shutt motioned to approve the construction update, K. Bejcek seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><u>CREDENTIALING:</u></p> <p>a. P. VanHoutteghem</p>	<p>Credentialing information was reviewed for provider a. B. Hayward motioned to approve the credentialing, K. Bejcek seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><u>POLICY APPROVALS:</u></p> <p>a. Activities</p> <p> i. Activity Evening Programs</p> <p> ii. Reserving Recreation, Family Room or Pavilion</p> <p>b. Administrative</p> <p> i. Annual Operating Budget</p> <p> ii. Business Associate Agreement</p>	<p>S. Shutt motioned to approve activity policies #1.- #2., and administrative policies #1.-#2., K. Bejcek seconded the motion.</p> <p>All in Favor; Motion carried.</p>
<p><u>CLOSED SESSION:</u></p>	<p>At 10:39 a.m. K. Bejcek motioned to go into closed session, S. Shutt seconded the motion.</p> <p>All in Favor; motion carried.</p> <p>Roll Call: S. Shutt, aye, K. Bejcek, B. Hayward aye</p>

<u>UNFINISHED BUSINESS:</u>	<p>Returned to regular session at 11:01 a.m.</p> <p>S. Shutt motioned to receive information received in closed session, K. Bejcek seconded the motion.</p> <p>All in favor; motion carried.</p>
<u>MISCELLANEOUS BUSINESS:</u>	<p>B. Hayward informed the board that she will not be reapplying for her position as board member in October '21. S Shutt will send a letter to the Board of Commissioners.</p> <p>K. Bejcek motioned to receive Board information, B. Hayward seconded the motion.</p> <p>All in favor; motion carried.</p>
<u>ADJOURNMENT:</u>	<p>With no other business, K. Bejcek motioned for adjournment, S. Shutt seconded the motion.</p> <p>All in favor; meeting adjourned at 11:03 a.m.</p>

NEXT BOARD May 26, 2021, 8:30 a.m.

Respectfully submitted,



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

SDS/mnw