



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

Maureen MacKenzie  
Administrator

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

**Date:** Wednesday, June 23, 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  
Jodi Kelly, DON  
Michael Regulski, Finance Director  
Jaqueline McCarthy, Financial Director  
Michele Wiegand, Business Mgr.,  
Board Scribe

**Guests:** To be introduced, if present

- I. Call meeting to order per Bay County Resolution 2021-59
- II. Roll Call
  - a. In attendance
- III. Public Comment
- IV. Approval of Agenda
  - a. Additions
  - b. Corrections
- V. Approval of Minutes
  - a. Regular Meeting of May 26, 2021
  - b. Closed Meeting Minutes of May 26, 2021
- VI. New Business
- VII. Administrator Report

- a. Patient Opinion Survey
- b. Census
- c. Worker's Compensation
- d. Union Update
- e. DON Update

**VIII. Financial Director Report**

- a. Financial Report
  - i. December, 2020
  - ii. May, 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. Credentialing**

**XII. Policy Approval**

- a. Administrative
  - i. Accounts Payable Prior Authorization
  - ii. Constitution and By-Laws
  - iii. Employee Transitional Return to Work Program
  - iv. Institutional Planning
  - v. Maintaining Professional Contracts, Licensing/Liability Ins./Credentials
  - vi. Non-Discrimination
  - vii. Wireless Communication
- b. Disaster
  - i. Bomb Threat
- c. Nursing
  - i. Administration of Ear Drops
  - ii. Administration of Eye Drops or Ointment
  - iii. Administration of Medications
  - iv. Administration of Transdermal Medications Patch
  - v. Baseline Care Plan
  - vi. Comprehensive Care Plan
  - vii. Controlled Substance and Narcotic Count
  - viii. Coronavirus Testing
  - ix. COVID Visitation
  - x. Employee Coronavirus Testing
  - xi. General Infection Prevention and Control
  - xii. Influenza Vaccine Program
  - xiii. MDS 3.0 Completion

- xiv. Medication Errors
- xv. Metered Dose Inhaler Administration
- xvi. Oral Hygiene Dental Care
- xvii. Novel Coronavirus Prevention and Response
- xviii. Relocation of Residents within the Facility
- xix. Restraint
- xx. Standard Precautions and Standard Precautions Infection Control Protocol
- xxi. Tracheostomy Care
- xxii. X-Ray and EKG Procedures

**XIII. 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.**

**XIV. Unfinished Business**

**XV. Miscellaneous Business**

**XVI. Adjournment**

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