

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

BAY COUNTY MEDICAL CARE FACILITY
BOARD MEETING
DATE: Wednesday, May 26, 2021
TIME: 8:30 a.m.

S. Shutt called the Board Meeting to order at 8:40 a.m.

ROLL CALL:

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

PRESENT:

M. MacKenzie; Hampton Township, MI
M. Regulski; Hampton Township, MI
J. Kelly; 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:	B. Hayward motioned to approve the May 26, 2021 agenda, S. Shutt seconded the motion. All in Favor; motion carried.
<u>APPROVAL OF MINUTES:</u> • Approval of Minutes from April 26, 2021 • Approval of Closed Minutes from April 26, 2021	S. Shutt motioned to approve April 26, 2021 Minutes, B. Hayward seconded the motion. All in Favor; motion carried. S. Shutt motioned to approve April 26, 2021 Closed Minutes, B. Hayward seconded the motion.

	All in Favor; motion carried.
<u>NEW BUSINESS:</u>	None.
<u>ADMINISTRATOR REPORT:</u>	
a. Patient Opinion Survey	M. MacKenzie informed the board of the positive surveys received in April, 2021. One food complaint was acknowledged and followed-up with the Dietary Department. Facility-wide emails have also been shared by staff on behalf of residents and/or family members on outstanding care at the facility
b. Census	Census for April, 2021, was 104.6 or 56.2 %. In the month of April, 2021, there were 14 admissions, 9 discharges and 3 expired. M. MacKenzie will look into a market analysis study to see how other homes are performing in comparison, and what future expectations look like.
c. Worker's Compensation	M. MacKenzie stated control dates are all moved to June, 2021.
d. Union Update	M. MacKenzie stated a meeting mid-June in regards to the Facility's attendance policy is in the works. No set date has been determined for the meeting.
e. COVID-19/Vaccine Update	M. MacKenzie requested D.O.N., J. Kelly updated the board on COVID-19/Vaccine Update at agenda item g., DON Update.
f. Morrison Newsletter	M. MacKenzie informed the board that the new dishwasher had been installed 5/25/2021.
g. DON Update	<p>J. Kelly informed the board that restrictions are changing and starting to lift. Residents that are vaccinated can now go on outings and the Activity Department is facilitating visits indoors, courtyard or under the pavilion.</p> <p>The facility is administering Moderna and Johnson and Johnson Vaccines at this time. 95% of residents and 53% of employees have been fully vaccinated. To date, the facility has had 69 residents and 90 staff members test positive for Covid-19.</p> <p>Currently, the facility admissions only have to quarantine</p>

	<p>if they're not vaccinated. Employees at the facility who are completely vaccinated no longer need to test for Covid-19 unless they are showing symptoms.</p> <p>S. Shutt motioned to receive the administrator report a.-g, 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, April, 2021 <ul style="list-style-type: none"> i. December, 2020 ii. April, 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. Budget Amendments <ul style="list-style-type: none"> i. Various Dept. E-12 ii. Nursing Various Dept. E-16 iii. Inservice Dept. T-6 i. Under \$25K Amendments/Transfers j. COVID-19 Relief/Expenses 	<p>M. Regulski updated the Board on April, 2021 financials. The 2020 fiscal year audit is ongoing. No adjustments have been requested from Rehmann. Waiting on Plante Moran for the cost segregation and the cost report. Rehmann will tentatively present at June, 2021 board meeting.</p> <p>The Payment Protection Program (PPP) is considered a loan at this point and has not been forgiven. Recording as a long-term liability. If forgiven, it will be adjusted and recorded as revenue.</p> <p>Operating revenues are down 28%. 107 days cash on hand.</p> <p>S. Shutt motioned to receive the Financial Report a. i. and a. ii., b., c., e., f., g., i., j. and approve for payment d. and approve h. #1.-#3. B. Hayward seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><u>MAINTENANCE DEPARTMENT:</u></p>	<p>B. Hayward motioned to receive the 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 he will be scheduling a follow-up meeting with Morrison, Goudreau and Associates to redesign. Tentatively to restart construction in November, 2021.</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> <ul style="list-style-type: none"> a. Amy Janowicz b. Robert Hafford 	<p>Credentialing information was reviewed for provider a.-e. B. Hayward motioned to approve the credentialing, S. Shutt seconded the motion.</p>

<ul style="list-style-type: none"> c. Tazeen Ahmed d. Trisha Humerickhouse e. Tyrone Miller 	<p>All in Favor; motion carried.</p>
<p><u>POLICY APPROVALS:</u></p> <ul style="list-style-type: none"> a. Activities <ul style="list-style-type: none"> i. Activity Games or Exercise ii. Activity Outings iii. Bake Club iv. Creative Expressive v. Leisure time in Room Visits vi. Religion vii. Resident Council b. Administrative <ul style="list-style-type: none"> i. Administrator ii. Bed Hold iii. Contract Review iv. Emergency Water Supply v. Gift Donation vi. Gift Donation Acknowledgement vii. Gifts and Gratuities viii. Governing Body c. Disaster <ul style="list-style-type: none"> i. Fire Safety d. Nursing <ul style="list-style-type: none"> i. Administration of Injections ii. Bowel and Bladder Retraining iii. Communicable and Contagious Disease iv. Coronavirus Testing v. Dental Services vi. Employee Coronavirus Testing vii. Incontinence Assessment Program viii. Microwave ix. MobileX-Ray x. Novel Coronavirus Prevention xi. Oxygen Administration xii. Pressure Ulcer Guidelines xiii. Pulse Oximetry xiv. Resident Admission Orders xv. Respiratory Hygiene and Cough Etiquette xvi. Safely Serving Hot Liquids xvii. Shingrix Vaccine xviii. Side-Rail Assessment 	<p>S. Shutt motioned to approve Activity Policies #1.- #7., B. Hayward seconded the motion.</p> <p>All in Favor; Motion carried.</p> <p>S. Shutt motioned to approve Administrative Policies #1.- #8., B. Hayward seconded the motion.</p> <p>All in Favor; Motion carried.</p> <p>S. Shutt motioned to approve Disaster Policy #1., B. Hayward seconded the motion.</p> <p>All in Favor; Motion carried.</p> <p>S. Shutt motioned to approve Nursing Policies #1.- #19., B. Hayward seconded the motion.</p> <p>All in Favor; Motion carried.</p>

xix. Wound Care	
<u>CLOSED SESSION:</u>	<p>At 9:53 a.m. S. Shutt motioned to go into closed session, B. Hayward seconded the motion.</p> <p>All in Favor; motion carried.</p> <p>Roll Call: S. Shutt, aye, B. Hayward aye</p> <p>Returned to Regular Session at 10:05 a.m.</p> <p>S. Shutt motioned to support recommendations in Closed Session, B. Hayward seconded the motion.</p> <p>All in favor; motion carried.</p>
<u>UNFINISHED BUSINESS:</u>	None.
<u>MISCELLANEOUS BUSINESS:</u>	<p>New Finance Director, Jackie McCarthy will start on June 2, 2021. She will be starting part-time and training with M. Regulski.</p> <p>M. MacKenzie informed the board that she and J. Kelly had met with some Bay County Commissioners on 5/19/21.</p> <p>S. Shutt informed the board that she gave B. Hayward's resignation to E. Krygier, Bay County Commissioner.</p> <p>B. Hayward motioned to receive Miscellaneous Updates, S. Shutt seconded the motion.</p> <p>All in favor; motion carried.</p>
<u>ADJOURNMENT:</u>	<p>With no other business, S. Shutt motioned for adjournment, B. Hayward seconded the motion.</p> <p>All in favor; meeting adjourned at 10:25 a.m.</p>

NEXT BOARD June 23, 2021, 8:30 a.m.

Respectfully submitted,

Sandy D. Shutt

Dept. of Health & Human Services Board