

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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BAY COUNTY MEDICAL CARE FACILITY
BOARD MEETING
DATE: Wednesday, March 24, 2021
TIME: 8:30 a.m.

S. Shutt called the Board Meeting to order at 8:31 a.m.

ROLL CALL:

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

PRESENT:

M. MacKenzie; Hampton Township, MI
M. Regulski; Hampton Township, MI
G. Phillips; Hampton Township, MI
K. Gonzales; Hampton Township, MI
M. Wiegand; Hampton Township, MI

PUBLIC PRESENT: None

AGENDA

ACTION AND PLAN

<u>PUBLIC COMMENT:</u>	Preferred not to give name. (989) 395-5239; (989) 751-5632
<u>APPROVAL OF AGENDA:</u> a. Additions: b. Corrections:	M. MacKenzie requested to remove Activity Policy; Family Visits During Pandemic, for further review and add closed session to discuss claim 0356-19-03152. K. Bejcek motioned to remove policy, add closed session and approve the corrected agenda. B. Hayward seconded the motion. All in Favor; motion carried.

<p><u>APPROVAL OF MINUTES:</u></p> <ul style="list-style-type: none"> • Approval of minutes from February 24, 2021 • Approval of closed minutes from February 24, 2021 	<p>S. Shutt motioned to correct February 24, 2021 minutes to reflect K. Bejcek was present and approve the minutes of the February 24, 2020 Board Meeting, K. Bejcek seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><u>NEW BUSINESS:</u></p>	<p>B. Hayward unable to attend April 28, 2021 Board meeting, requested to meet April 21, 2021 instead. S. Shutt motioned to move April DHHS Board Meeting to April 21, 2021, K. Bejcek seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><u>ADMINISTRATOR REPORT:</u></p> <p>a. Patient Opinion Survey</p> <p>b. Census</p> <p>c. Worker's Compensation</p> <p>d. Union Update</p> <p>e. COVID-19/Vaccine Update</p>	<p>M. MacKenzie informed the board no returned surveys in February, 2021.</p> <p>Census for February, 2021, was 105 or 56.5%. February, 2020, the census was 156 or 83.9%. In the month of February, 2021, there were 13 admissions, 11 discharges and 3 expired. Today's census is 106 or 57%</p> <p>M. MacKenzie added fourth case to Closed Session for review; three other cases control date bumped out April '21.</p> <p>M. MacKenzie stated LOU clarifying holiday pay verbiage was signed with the Union.</p> <p>M. MacKenzie informed the board that 165 of the 325 employees have been vaccinated, 51.5%. Currently, 89.5% of residents have been vaccinated. The facility is working with Hometown Pharmacy to possibly do "mini-clinics" in the near future.</p> <p>K. Bejcek motioned to receive the administrator report a.-e. B. Hayward seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><u>FINANCIAL DIRECTOR REPORT:</u></p> <p>a. Financial Report, February, 2021</p> <p> i. December, 2020</p> <p> ii. February, 2021</p> <p>b. Cash Flow Discussion</p> <p>c. Deposit Distribution Report</p> <p>d. Accounts Payable Summary</p> <p>e. Payer A/R Aging</p>	<p>M. Regulski updated the Board on February, 2021 financials.</p> <p>Current cash on hand for February '21 is 66 days. M. Regulski stated cash investments have increased \$2 million dollars. Current net position \$6.7 million, \$22.2 million in capital assets. Facility received monies from the 1 mill., County will internally restrict for capital</p>

<ul style="list-style-type: none"> 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>improvements. Total liabilities are comparable to last year. Revenue for February '21 is down from \$3.7 million to \$2.6 million. Operating expense is down from \$4.3 million to \$4.1 million.</p> <p>Personal services, including overtime are higher than budgeted at this time. The facility implemented a new payroll system, ADP, causing overtime due to implementation. M. Regulski stated it's hard to manage overtime during a pandemic. Supervisors are being reminded to stay on top of their departmental budgets. PPP is in progress of being approved, anticipating \$2.87 million. State to provide the same CPE monies as 2020, anticipate \$1.4 million. M. MacKenzie to reach out to J. Lanczak regarding the third tranche of Cares Funding. M. Regulski stated there are six grants that the facility has received monies on totaling upwards of \$3 million in 2020.</p> <p>K. Bejcek motioned to receive the Financial Report a. i. and a. ii., b., c., e., f., g., h., i. and approved d. for payment, S. Shutt seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><u>MAINTENANCE DEPARTMENT:</u></p>	<p>G. Phillips informed the board on the status of the new dishwasher purchased in December, 2020. Electrical upgrades are necessary. Install will be 3-4 weeks.</p> <p>K. Bejcek 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>None</p>
<p><u>PROVIDER APPOINTMENT/REAPPOINTMENT:</u></p> <ul style="list-style-type: none"> a. J. Barnes b. P. Clifton c. E. Hanson d. B. McDowell 	<p>Credentialing information was reviewed for providers' a.-d. S. Shutt motioned to approve the credentialing a.-d., K. Bejcek seconded the motion.</p> <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. Family Visits During Pandemic b. Administrative <ul style="list-style-type: none"> i. Internet Use ii. Personal Electronic Device 	<p>S. Shutt motioned to approve Administrative policies #1.-#3., and Nursing policies #1-#19, K. Bejcek seconded the motion.</p> <p>All in Favor; Motion carried.</p>

<ul style="list-style-type: none"> iii. Smoking c. Nursing <ul style="list-style-type: none"> i. Administration of Injections ii. Advanced Directives iii. Antibiotic Stewardship iv. Bladder Scan v. BBP Ex Plan vi. Clean Dressing Technique vii. Colostomy Irrigation viii. CPR ix. Culturing Wound/Skin Infections x. Enteral Tube medication Administration xi. Gait Belt Procedure xii. Inpatient Psychiatric Admission Procedure xiii. Lift Seat Integrity xiv. Ostomy Appliance Application xv. Respiratory Hygiene and Cough Etiquette xvi. Restorative Nursing Services xvii. Sterile Dressing Change xviii. Transmissions Based Precautions xix. Vermin Control 	
<u>CLOSED SESSION:</u>	<p>At 9:46 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 9:59 a.m.</p> <p>S. Shutt motioned to approve settlement case #0356-19-03152 discussion, K. Bejcek seconded the motion.</p> <p>All in favor; motion carried.</p>
<u>MISCELLANEOUS BUSINESS:</u>	None.
<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 10:02 a.m.</p>

NEXT BOARD April 21, 2021, 8:30 a.m.

Respectfully submitted,

Sandy D. Shutt

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Dept. of Health & Human Services Board

SDS/mnw