



**BAY COUNTY  
MEDICAL  
CARE FACILITY**

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, June 23, 2021**  
**TIME: 8:30 a.m.**

S. Shutt called the Board Meeting to order at 8:34 a.m.

**ROLL CALL:**

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

**PRESENT:**

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

**PUBLIC PRESENT:** None

**AGENDA**

**ACTION AND PLAN**

<b><u>PUBLIC COMMENT:</u></b>	None.
<b><u>APPROVAL OF AGENDA:</u></b>  a. Additions: b. Corrections:	Rehmann presentation for the 2020 Audit is postponed until the July 2021, board meeting. M. MacKenzie requested to add Executive Closed session to the Agenda and K. Bejcek requested to remove "Via Zoom" off the Agenda. S. Shutt motioned to correct, add the requested additions and approve the June 23, 2021 agenda, B. Hayward seconded the motion.  All in Favor; motion carried.

**APPROVAL OF MINUTES:**

- Approval of Minutes from May 26, 2021

S. Shutt motioned to approve May 26, 2021 Minutes, B. Hayward seconded the motion.

All in Favor; motion carried.

- Approval of Closed Minutes from May 26, 2021

S. Shutt motioned to approve May 26, 2021 Closed Minutes, B. Hayward seconded the motion.

All in Favor; motion carried.

**NEW BUSINESS:**

S. Shutt informed the board of recent discussion on Actuarial Report. S. Shutt had no hardcopy to hand out but wanted to bring it to our attention.

K. Bejcek motioned to receive new business B. Hayward seconded the motion.

All in Favor; motion carried.

**ADMINISTRATOR REPORT:**

- a. Patient Opinion Survey

M. MacKenzie informed the board of the surveys received in May, 2021. For the most part they were good with some comments about short-staffing; this is a continued challenge due to staffing difficulties. The facility is beginning to loosen restrictions per MDHHS guidelines, creating movement in the right direction. One comment on length of time to answer call-light. J. Kelly to pull random call-light reports to review.

- b. Census

Census for May, 2021, was 101 or 54%. In the month of May, 2021, there were 7 admissions, 11 discharges and 5 expired. To date, there has been 16 admits this month, as of 6/23/2021.

- c. Worker's Compensation

M. MacKenzie stated still awaiting response of claimant #3. Claimant #1 and #2 are bumped-out and #4 is no longer employed at the facility.

- d. Union Update

M. MacKenzie met 6/17/21 and made positive progress with our attendance policy. J. Kelly stated there needs to be give and take on both sides.

- e. D.O.N. Update

J. Kelly informed the board that 172 employees have been vaccinated, 57.9% and 94.5% of residents have been fully vaccinated. The facility is doing well with employee vaccinations compared to other area facilities. Unvaccinated employees continue to be tested on a weekly basis.



Unit doors are now open throughout the facility and Restorative and Activities groups have restarted. Residents are happy to have bingo again.

Visitation is as follows through our Activities Department; If a resident is vaccinated, they can have scheduled inside or outside visits. If the resident is unvaccinated, the visitation stations are being utilized to maintain social distancing.

Infection control regulations have increased and everyday there are changes. Now that PPE supplies are more readily available, they have updated N-95's to be used and discarded daily.

Ancillary services are able to visit and provide care to residents on-site. This includes dental, podiatry and vision services.

CNA Week is this week, something fun is planned daily for our CNA's including donuts, popcorn, hot dogs and granola. CNA Skill's Day is today, employees validate care of residents by return demonstration to educators.

S. Shutt motioned to receive the Administrator/D.O.N. Report a.- e., B. Hayward seconded the motion.

All in Favor; motion carried.

#### **FINANCIAL DIRECTOR REPORT:**

- a. Financial Report, May, 2021
  - 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 Summaries
- h. Under \$25K Amendments/Transfers
- i. COVID-19 Relief/Expenses

M. Regulski updated the Board that he will be on-call for the next 10 weeks, J. McCarthy to continue the Financial Director role. Received two entries, the GASB 68 Pension and GASB 75 VEBA, which is a positive impact. Financial statements report 104 days cash on hand.

M. MacKenzie added that the facility is looking to contract with other providers. Admissions to track referrals of insurances with whom we have no contracts with.

S. Shutt motioned to receive the Financial Report a. i. and a. ii., b., c., e., f., g., h., i. and approve for payment d. B. Hayward seconded the motion.

All in Favor; motion carried.

#### **MAINTENANCE DEPARTMENT:**

None.

#### **CONSTRUCTION UPDATE:**

Administration is in communication with Gourdeau. Discussions taking place regarding the kitchen renovation

	<p>S. Shutt motioned to receive the construction update, K. Bejcek seconded the motion.</p> <p>All in Favor; motion carried.</p>
<b><u>CREDENTIALING:</u></b>	<p>None.</p>
<p><b><u>POLICY APPROVALS:</u></b></p> <p>a. Administrative</p> <ul style="list-style-type: none"> <li>i. Accounts Payable Prior Authorization</li> <li>ii. Constitution and By-Laws</li> <li>iii. Employee Transitional Return to Work Program</li> <li>iv. Institutional Planning</li> <li>v. Maintaining Professional Contracts, Licensing/Liability Ins./Credentials</li> <li>vi. Non-Discrimination</li> <li>vii. Wireless Communication</li> </ul> <p>b. Disaster</p> <ul style="list-style-type: none"> <li>i. Bomb Threat</li> </ul> <p>d. Nursing</p> <ul style="list-style-type: none"> <li>i. Administration of Ear Drops</li> <li>ii. Administration of Eye Drops or Ointment</li> <li>iii. Administration of Medications</li> <li>iv. Administration of Transdermal Medications Patch</li> <li>v. Baseline Care Plan</li> <li>vi. Comprehensive Care Plan</li> <li>vii. Controlled Substance and Narcotic Count</li> <li>viii. Coronavirus Testing</li> <li>ix. COVID Visitation</li> <li>x. Employee Coronavirus Testing</li> <li>xi. General Infection Prevention and Control</li> <li>xii. Influenza Vaccine Program</li> <li>xiii. MDS 3.0 Completion</li> <li>xiv. Medication Errors</li> <li>xv. Metered Dose Inhaler Administration</li> <li>xvi. Oral Hygiene Dental Care</li> <li>xvii. Novel Coronavirus Prevention and Response</li> <li>xviii. Relocation of Residents within the Facility</li> <li>xix. Restraint</li> <li>xx. Standard Precautions and Standard</li> </ul>	<p>S. Shutt motioned to approve Administrative Policies #1.- #7., 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.- #22., B. Hayward seconded the motion.</p> <p>All in Favor; Motion carried.</p>

Precautions Infection Control Protocol xxi. Tracheostomy Care xxii. X-Ray and EKG Procedures	
<b><u>CLOSED SESSION:</u></b>	<p>At 10:16 a.m. S. Shutt motioned to go into executive closed session, K. Bejcek seconded the motion.</p> <p>All in Favor; motion carried.</p> <p>Roll Call: S. Shutt, aye, B. Hayward, K. Bejcek, aye</p> <p>Returned to Regular Session at 11:03 a.m.</p> <p>S. Shutt motioned to receive information in Closed Session, B. Hayward seconded the motion.</p> <p>All in favor; motion carried.</p>
<b><u>UNFINISHED BUSINESS:</u></b>	None.
<b><u>MISCELLANEOUS BUSINESS:</u></b>	None.
<b><u>ADJOURNMENT:</u></b>	<p>With no other business, S. Shutt motioned for adjournment, K. Bejcek seconded the motion.</p> <p>All in favor; meeting adjourned at 11:04 a.m.</p>

**NEXT BOARD July 28, 2021, 8:30 a.m.**

Respectfully submitted,

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

SDS/mnw