

Dept. of Health & Human Services Board
Sandy D. Shutt, Chair
Kim Bejcek, 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, September 22, 2021
TIME: 8:30 a.m.

S. Shutt called the Board Meeting to order at 8:39 a.m.

ROLL CALL:

S. Shutt, B. Hayward and K. Bejcek; present

PRESENT:

M. MacKenzie, J. Kelly, M. Regulski, J. McCarthy, C. Brozewski and M. Wiegand

PUBLIC PRESENT:

None

AGENDA

ACTION AND PLAN

<u>PUBLIC COMMENT:</u>	None.
<u>APPROVAL OF AGENDA:</u> a. Additions: b. Corrections:	S. Shutt motioned to approve the agenda, B, Hayward seconded the motion. All in Favor; motion carried.

	<p>regarding their plan on receiving the vaccination.</p> <p>Since the beginning of September, there have been four staff Covid positives, three of the four were vaccinated.</p> <p>New regulations for Covid-testing is now underway, based-off of level of community based transition. Currently, the facility's location in the state of Michigan is high. During high-level community based transmission, both vaccinated and unvaccinated employees are to test twice weekly.</p> <p>IPRAT from MDHHS visited the facility from the communicable disease division and left with minor concerns. Installing more hand sanitizers in the facility, as well as, signage for proper hand hygiene. Kudos to infection control from the board.</p> <p>S. Shutt motioned to receive the Administrator/D.O.N. Report a.- e., K. Bejcek 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 <ul style="list-style-type: none"> i. August, 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. 2021 Budget Amendments <ul style="list-style-type: none"> i. R-10 Business Office ii. R-12 Nursing iii. R-14 Nursing Ancillaries iv. E-52 Nursing and Building and Grounds v. E-56 Building and Grounds vi. E-67 Nursing i. Under \$25K Amendments/Transfers j. COVID-19 Relief/Expenses 	<p>J. McCarthy updated the board with August, 2021 Financials.</p> <p>The PNC portal should be open soon to apply for forgiveness of the PPP loan. Anticipate the forgiveness of the loan to take 60-90 days. Phase 4 Cares Act Funding will be open for application soon.</p> <p>S. Shutt motioned to receive the Financial Report a. i., b., c., e., f., g., i., j. and approve d., h. i.-vi. B. Hayward seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><u>MAINTENANCE DEPARTMENT:</u></p>	<p>S. Shutt motioned to receive August, 2021 Maintenance update, B, Hayward seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><u>CONSTRUCTION UPDATE:</u></p>	<p>M. MacKenzie stated construction is likely not to start until at least 2022. Market analysis has been completed by</p>

	<p>Plante Moran's Healthy Living Division. A presentation of this information will be scheduled soon.</p> <p>B. Hayward motioned to receive the Construction Update, S. Shutt seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><u>CREDENTIALING:</u></p> <p>a. Padgett 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. Administrative</p> <ul style="list-style-type: none"> i. Compensatory Time Off ii. Corporate Compliance iii. Discriminatory and Sexual Harassment iv. Family and Medical Leave Act v. Guest Meal Trays vi. Personal TV's and Electrical Equipment vii. Volunteer Program <p>b. Environmental Preparedness</p> <ul style="list-style-type: none"> i. Emergency Staffing ii. Water Management Program <p>c. Nursing</p> <ul style="list-style-type: none"> i. Call Light ii. C-Diff iii. Comprehensive Care Plan iv. Hospice v. House Stock Medication vi. Interim Payment Assessment vii. Interrupted Stay viii. Lice ix. MDS Assessment x. Pneumococcal Vaccination xi. Vascular Access Device Removal xii. Urine Cultures/Aspiration of Urine from Catheter xiii. Use of PT/OT/ST Referral Form xiv. Treatment of Hyperglycemia xv. Treatment of Hypoglycemia xvi. Trauma Informed Care 	<p>S. Shutt motioned to approve Administrative Policies #1.- #7., K. Bejcek seconded the motion.</p> <p>All in Favor; Motion carried.</p> <p>S. Shutt motioned to approve Environmental Preparedness Policies #1.- #2., B. Hayward seconded the motion.</p> <p>All in Favor; Motion carried.</p> <p>K. Bejcek motioned to approve Nursing Policies #1.- #16., S. Shutt seconded the motion.</p> <p>All in Favor; Motion carried.</p>

<u>CLOSED SESSION:</u>	<p>At 10:18 a.m. S. Shutt motioned to go into 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 10:49 a.m.</p> <p>S. Shutt motioned to approve Administrator's decision discussed 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>	None.
<u>ADJOURNMENT:</u>	<p>With no other business, S. Shutt motioned for adjournment, K. Bejcek seconded the motion.</p> <p>All in favor; meeting adjourned at 10:52 a.m.</p>

NEXT BOARD October 29, 2021, 8:30 a.m.

Respectfully submitted,



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

SDS/mnw