



**BAY COUNTY
MEDICAL
CARE FACILITY**

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

Maureen MacKenzie
Administrator

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BAY COUNTY MEDICAL CARE FACILITY
BOARD MEETING
DATE: Friday, October 29, 2021
TIME: 8:30 a.m.

S. Shutt called the Board Meeting to order at 8:35 a.m.

ROLL CALL:

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

PRESENT:

M. MacKenzie, J. Kelly, M. Regulski, J. McCarthy, J. Adamets and M. Wiegand

PUBLIC PRESENT:

None

AGENDA

ACTION AND PLAN

<u>PUBLIC COMMENT:</u>	None.
<u>APPROVAL OF AGENDA:</u> a. Additions: b. Corrections:	M. MacKenzie requested to amend the agenda and start with VI. a.) New Business, Maintenance Department Presentation. S. Shutt motion to approve the corrected agenda and K. Bejcek seconded the motion. All in Favor; motion carried.
<u>NEW BUSINESS:</u> a. Maintenance Dept. Presentation b. Board Meeting Dates: November/December 2021 c. Board Meeting Dates 2022	K. Bejcek motioned to receive Maintenance Dept. Presentation, S. Shutt seconded the motion. All in Favor; motion carried. K. Bejcek motioned to approve November 30, 2021 and

	<p>December 22, 2021, remaining 2021 board meeting dates, S. Shutt seconded the motion.</p> <p>All in Favor; motion carried.</p> <p>K. Bejcek motioned to approve 2022 board meeting dates, fourth Wednesday of each month, S. Shutt seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><u>APPROVAL OF MINUTES:</u></p> <ul style="list-style-type: none"> a. Approval of Minutes from September 22, 2021 b. Approval of Closed Meeting Minutes from September 22, 2021 c. Approval of Special Board Meeting Minutes from September 27, 2021 	<p>S. Shutt motioned to approve September 22, 2021 Minutes. K. Bejcek seconded the motion.</p> <p>All in Favor; motion carried.</p> <p>S. Shutt motioned to approve September 22, 2021 Closed Minutes. K. Bejcek seconded the motion.</p> <p>All in Favor; motion carried.</p> <p>K. Bejcek motioned to approve September 27, 2021 Special Board Meeting Minutes, S. Shutt seconded the motion.</p> <p>All in Favor; motion carried.</p>
<p><u>ADMINISTRATOR REPORT:</u></p> <ul style="list-style-type: none"> a. Newsweek b. Patient Opinion Survey b. Census c. Worker's Compensation 	<p>M. MacKenzie informed the board of the facility's ranking in Newsweek Magazine's Top Nursing Homes in the Country. BCMCF ranked 9th in the state of Michigan. It was also noted that of the top 18 in Michigan, 9 are MCF's.</p> <p>M. MacKenzie received returned discharged surveys recognizing great care by staff. Frustration with visitation continues.</p> <p>Average census for September, 2021 was 101.47 or 54.5%. In the month of September, 2021, there were 23 admissions, 12 discharges and 7 expirations. As of October 29, 2021, average census is 102.8 or 55.2%, there has been 9 admissions, 8 discharges and 2 expirations.</p> <p>M. MacKenzie informed the board that two claims are in the process of going to court but have been repeatedly postponed and rescheduled.</p>

<p>d. Union Update</p> <p>e. D.O.N. Update</p>	<p>M. MacKenzie, M. Regulski and J. McCarthy meet today with the Union; Pre-negotiation discussion.</p> <p>J. Kelly informed the board of two positive residents this month, both vaccinated.</p> <p>All three vaccine boosters are now available. Hometown Pharmacy will be providing a clinic in the near future. Residents have received their flu vaccinations and are available to employees.</p> <p>No update on the vaccination mandate, expecting more information soon. A letter was mailed to unvaccinated employees asking if the vaccine was mandated, what they would do. Twelve letters have been returned; Seven will not get it and five are undecided.</p> <p>CMS released their Five-Star Rating Report for the facility. J. Kelly reviewed the point process involved in the reporting and how points are removed or accumulated.</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> <p>a. Financial Report</p> <p> i. September, 2021</p> <p>b. Budget Report</p> <p>c. Cash Flow Discussion</p> <p>d. COVID-19 Relief/Expenses</p> <p>e. Deposit Distribution Report</p> <p>f. Accounts Payable Summary</p> <p>g. Payer A/R Aging</p> <p>h. Problematic Accounts</p> <p>i. 3rd Quarter Donation Report</p>	<p>J. McCarthy updated the board with September, 2021 Financials. August '21 to September '21, changed from 74 days to 84 days cash on hand. AR is strong with only 7.3% over 90 days old and 0.017 of bad debt/AR. Overtime is at 83.53% of amended budget.</p> <p>Change in 2022 pension contribution. The County's recent actuarial report shows pension is 117% funded; Zero contributions need to be made in 2022, decreasing 2022 budget expense.</p> <p>PPP loan Forgiveness has been submitted, awaiting approval from the SBA. \$2.487 million to be moved to revenue upon forgiveness. CARES ACT 4th Phase application was completed, submitted for loss revenue from 7/1/2020-3/31/21. Estimated loss revenue from March, 2020, to September, 2021 based on census reduction is \$8.1 million.</p> <p>Interviews are ongoing for the Staff Accountant Position. One candidate is scheduled for the second interview next week.</p>

	<p>S. Shutt motioned to receive the Financial Report a. i., b., c., d., e., g., h., i. and approve f. for payment K. Bejcek seconded the motion.</p> <p>All in Favor; motion carried.</p>
<u>MAINTENANCE DEPARTMENT:</u>	<p>See VI. a.</p>
<u>CONSTRUCTION UPDATE:</u>	<p>M. Mackenzie stated the market analysis has been completed, presentation to come on results. No current plan for construction until 2023.</p> <p>K. Bejcek motioned to receive the Construction Update, S. Shutt seconded the motion.</p> <p>All in Favor; motion carried.</p>
<u>CREDENTIALING:</u> <ul style="list-style-type: none"> a. Seymoure Michael Balaj, Reappointment b. Pavan Kumar, New Appointment 	<p>Credentialing information was reviewed for provider a. and b., S. Shutt motioned to approve the credentialing, K. Bejcek seconded the motion.</p> <p>All in Favor; motion carried.</p>
<u>POLICY APPROVALS:</u> <ul style="list-style-type: none"> a. Administrative <ul style="list-style-type: none"> i. Educational Reimbursement ii. Flexible Spending Account iii. I-9 iv. Nursing Mothers v. Request for Medical Records vi. Solicitation-Distribution vii. Telephone Use for BCMCF Employees viii. Union requests for Information b. Nursing <ul style="list-style-type: none"> i. Antibiotic Stewardship ii. Blood Glucose Monitoring iii. Covid-19 and Covid-19 Vaccine Reporting iv. Covid-19 Visitation v. Discharge Planning vi. Employee Coronavirus Testing vii. Exposure Control Plan for Blood borne Pathogens viii. Hand Hygiene 	<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.- #8., K. Bejcek seconded the motion.</p> <p>All in Favor; Motion carried.</p> <p>K. Bejcek motioned to approve Nursing Policies #1.- #18., S. Shutt seconded the motion.</p> <p>All in Favor; Motion carried.</p>

ix. Medications Brought in from Home x. Novel Coronavirus Prevention and Response xi. Ordering of Missed Medications xii. Podiatry xiii. Receipt of Property and Release xiv. Resident Coronavirus Testing xv. Standard Lab Work Protocol xvi. Standard Precautions xvii. Tracheostomy Suctioning xviii. Transmission Based Precautions	
<u>CLOSED SESSION:</u>	<p>At 10:38 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 11:04 a.m.</p> <p>S. Shutt motioned to approve Administrator's decision discussed in closed session, K. Bejcek 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 11:05 a.m.</p>

NEXT BOARD November 30, 2021, 8:30 a.m.

Respectfully submitted,

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