

Dept. of Health & Human Services Board  
Sandy D. Shutt, Chair  
Kim Bejcek, Board Member  
Renee Courier Aumock, 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](http://www.BayCountyMCF.com)

## **DEPARTMENT OF HEALTH & HUMAN SERVICES BOARD MEETING**

**Date:** February 23, 2022  
**Time:** 3:30 pm  
**Place:** Bay County Medical Care Facility Board Room

**Participants:** Sandy Shutt, Board Chair  
Kim Bejcek, Board Member  
Renee Courier Aumock, Board Member  
Maureen MacKenzie, LNHA  
Jodi Kelly, DON  
Michael Regulski, Finance Director  
Jaqueline McCarthy, Finance Director  
Michele Wiegand, Board Scribe

**Guests:** To be introduced, if present

- I. Call meeting to order**
- II. Roll Call**
  - a. In attendance**
- III. Public Comment**
- IV. Approval of Agenda**
  - a. Additions**
  - b. Corrections**
- V. Approval of Minutes**
  - a. Regular Meeting of January 26, 2021**
  - b. Closed Meeting of January 26, 2021**
- VI. New Business**
  - a. Department Presentation- Admissions**
  - b. Delegation of Board Scribe Authority**
- VII. Administrator Report**
  - a. Patient Opinion Survey**
  - b. Census**
  - c. Worker's Compensation**
  - d. Union Update**
  - e. DON Update**

- VIII. Financial Director Report**
  - a. Financial Report and Cash Flow**
    - i. December, 2021**
    - ii. January, 2022**
  - b. COVID-19 Relief/Expenses**
  - c. Deposit Distribution Report**
  - d. Accounts Payable Summary**
  - e. Payer A/R Aging**
  - f. Problematic Accounts**
  - g. Budget Summaries**
  - h. Budget Amendments 2022**
    - i. E-9 Various Dept.-Salaries and Wages 2.5% Wage Increase**
    - ii. E-12 COVID 605 –Shift Incentive**
  - i. Under \$25K Amendments/Transfers**
- IX. Maintenance Department**
- X. Construction Update**
- XI. Policy Approval**
  - a. Administrative**
    - i. Abuse**
    - ii. Confidentiality Statement**
    - iii. Conflict of Interest**
    - iv. Dress Code**
    - v. New Hire Background and References**
    - vi. Pay Distribution**
    - vii. Personal Furniture**
    - viii. Physician-Provider Credentialing**
    - ix. Policy, Credentialing and Medical Staff**
    - x. Professional Education Internship Programs**
    - xi. Reimbursement for CNA Training and Testing**
  - b. Emergency Preparedness**
    - i. Active Shooter**
    - ii. Emergency Communication**
    - iii. Emergency Preparedness**
    - iv. Incident Command**
    - v. Lock Out**
    - vi. Missing Resident and Elopement and Procedure**
    - vii. Requesting an 1135 Waiver**
    - viii. Shelter in Place**
  - c. Nursing**
    - i. Coronavirus Testing**
    - ii. Diet Order**
    - iii. External Catheter on Adult Male**
    - iv. Nutrition and Fluid Assessment**
    - v. Specialized Nutritional Support**
    - vi. Urinary Catheterization**
    - vii. Warfarin Dosing Procedure**

- XII. Closed Session: Motion to go into closed session pursuant to MCL 15.268(c) to consider material exempt from discussion or disclosure by state or federal statute.**
- XIII. Unfinished Business**
- XIV. Miscellaneous Business**
- XV. Adjournment**

**NEXT BOARD MEETING: March 23, 2022 @ 3:30 p.m.**