

Houghton County DHHS Board Meeting Minutes (MCF Portion) May 16, 2024

The regular meeting of the Houghton County Department of Health and Human Services Board (Medical Care Facility Portion) was held at the DHHS offices in Houghton, MI on May 16, 2024 beginning at 09:15 a.m.

Present: Ed Jenich, Chairman
Christy Hilgers, Vice Chair
James Tervo, Board Member
Tom Tikkanen, County Commissioner Liaison
Roy Britz, County Commissioner Liaison
Adam Laplander, CEO/Administrator - Secretary
Ashley Kuru, Chief Financial Officer
Jodi Nuttall, Director of Nursing

Absent: None.

The agenda was adopted and the minutes from the April 2024 meeting of the Houghton County Department of Health and Human Services Board (Medical Care Facility portion) were reviewed and approved as written.

Public comment: None

The April 2024 MCF Vouchers were reviewed and approved. Motion made by Christy Hilgers and supported by Jim Tervo. Motion passed.

During the Administrator's Report, the CEO/Administrator updated the board as to the Facility's current occupancy status and average occupancy rates for April 2024. The CEO/Administrator updated the Board on the current inquiry list numbers. The CEO/Administrator updated the Board on the Life Safety Survey. The Fire Marshall has been contacted to come in with Superiorland for a final inspection after June 7th, 2024. The CEO/Administrator updated the Board on the most recent citation. The citation was under FTag 744 – Treatment/Service for Dementia. It is an isolated, low-level citation at a D Level. The facility's Plan of Correction was accepted and education is being held this week with audits to follow. The Board approved the minutes for the quarterly QA and Safety meetings. Motion made by Jim Tervo and supported by Christy Hilgers. Motion passed. The Board was updated on the current non-available bed plan accepted by the State to begin on June 1, 2024. Second floor will open on June 1, 2024 and this will put 151 available beds online. The East wing on both second and third floor will be offline along with the Rehab Unit for six months. This will put the facility in position to meet the 85% occupancy threshold with a census of 129 residents. The Board was updated on current Agency staffing levels, currently at 13 CNAs and 7 RN/LPNs.

April financial reports were distributed to the Board and reviewed. A motion was made by Jim Tervo and supported by Christy Hilgers to accept the financial reports. Motion passed. The Chief Financial Officer updated the Board that Plante Moran is planning to present the Financial Audit at the June Board meeting. The Chief Financial Officer updated the Board on the Rebilling project for FY22, bringing in

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\$1,027,616, that was received in May. The Board was updated on AR Aging and will continue to update the Board on a monthly basis.

The Board approved ten staff members to become Certified Dementia Practitioners. The group rate cost is \$400, not including instructor fees, travel and lodging. The Administrator will schedule a date for the instructor to come on site for the training. Motion made by Jim Tervo and supported by Christy Hilgers. Motion passed.

The Board approved moving forward with Karhu Cyber quote for IT. The cost of the one-year contract is \$38,960. The facility will apply for grants for reimbursement through MMRMA. The County is currently using the same company and the facility will align with the County. Motion made by Jim Tervo and supported by Christy Hilgers. Motion passed.

The Board approved a \$5,000 bonus for each Senior Biller. The rebilling project was above and beyond their regular duties assigned. Motion made by Christy Hilgers and supported by Jim Tervo. Motion passed.

The Board approved ordering of the dishwashers for each unit from KaTom Restaurant Supply at \$13,889 each for a total cost of \$41,667. This quote was \$15K cheaper than the quote from Direct Supply. Motion made by Christ Hilgers and supported by Jim Tervo. Motion passed.

The Board approved ordering a new ice machine for second floor from KaTom Restaurant Supply at a cost of \$9,322. This quote was cheaper for the exact same machine from Direct Supply by \$640. Motion made by Jim Tervo and supported by Christy Hilgers. Motion passed.

The Board approved the ordering of 10 new tables from Direct Supply. Administrator confirmed that the old bases from the old tables will not work with the new tables. New bases will have to be ordered. Administrator confirmed that new model base will fit new round or square table tops. The cost of the new tables is \$6,721.91. Motion made Jim Tervo and supported by Christy Hilgers. Motion passed.

The Board approved the ordering of furniture from Direct Supply at a cost of \$10,386.53. Administrator updated the Board that this furniture was ordered for the sunroom for Woodland Haven. The old furniture was not hospital grade material and needed to be replaced. Motion made by Christy Hilgers and supported by Jim Tervo. Motion passed.

The Board approved the layout for the webpage to be added to the County website. The Administrator will send the layout to the County Administrator, along with Board Minutes starting with January 2024. The Administrator will have a link added to the page in lieu of the summary at the beginning of the page. Moving forward, the Administrator will ensure the Agenda and the Minutes are also emailed to the County Administrator or designee.

The Board approved the reimbursement for a staff member that took in a resident's dog when the family would not, for the veterinary bills. The staff member brings the dog in for therapeutic recreation for the resident and other residents in Woodland Haven on a regular basis. The amount reimbursed is \$1,141.43. Motion made by Christy Hilgers and supported by Jim Tervo. Motion passed.

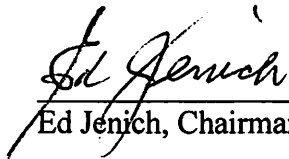
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The Board was updated on the upcoming Bridgefest parade on June 14th. The facility will ensure waivers are signed for those participating. The Board and Commissioners were invited to join the parade and if available, they will email the Administrator with their shirt size. The Board approved advertising Blue Ribbon package at the Houghton County Fair. The cost of the Blue Ribbon package is \$300 - \$499. The Board would like to see the daily passes go to residents and if possible, have those attending wear Canal View attire. Motion made by Jim Tervo and supported by Christy Hilgers. Motion passed.

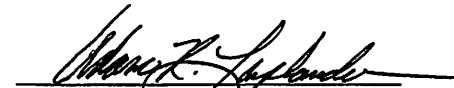
The Board was updated on the monthly cost savings initiatives. The facility saved \$15K on the dishwashers, \$640 on the ice machine, \$14,000 for the salary of the new Education Coordinator position, by hiring from within.

There being no further business the Board moved into Executive Session at 10:16 a.m.

Executive Session ended at 11:42 and meeting adjourned at 11:43.



Ed Jenich, Chairman



Adam R. Laplander, Secretary