

Houghton County DHHS Board Meeting Minutes (MCF Portion)

June 20, 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 June 20, 2024 beginning at 08:45 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
 Kara Destrampe, Director of Operations
 Nick Maeder, Partner – Plante Moran

Absent: None.

The agenda was adopted and the minutes from the May 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 May 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 May 2024. The CEO/Administrator updated the Board on the current inquiry list numbers. The CEO/Administrator updated the Board on the opening of 2nd Floor on June 1, 2024. The opening went well for staff, residents and family. Residents and staff have settled in. The facility will have to look at capital upgrades of resident room furniture for FY25. The CEO/Administrator updated the Board that negotiations will be coming up in August/September 2024 with the Independent Nurses Union as well as a wage reopener for the TPOAM Union. The request was made to have a Board member present at negotiations by the CEO/Administrator. The Board was updated on the ROI analysis conducted by the rehab consultant John Delossantos. The facility will begin working on the overall staff productivity of that department, billed therapy minutes, and the number of days working with Medicare Part B to improve the ROI.

May 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 the Water Heater Project is 100% complete, pending final inspection. The Chief Financial Officer updated the Board that the dishwashers for floor kitchens will be shipping on June 26 and installed by our Maintenance staff. The Board was updated on AR Aging and will continue to update the Board on a monthly basis.

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The Board was presented the FY23 Audit Report by Nick Maeder from Plante Moran.

The Board was updated on various advertising proposals by the CEO/Administrator. Advertising options will be presented to the Board at the July Board Meeting.

The Board approved adding an additional \$50,000 to pay down the reserve amount for health insurance from July 2024 through December 2024. Motion made by Christy Hilgers and supported by Jim Tervo. Motion passed.

The Board approved sending six to ten staff members to the MCMCFC Leadership training in Marquette on August 8th and 9th. The cost is \$150 for the first person and \$100 for each additional person including lodging for the night of August 8th. Motion made by Christy Hilgers and supported by Jim Tervo. Motion passed.

The Board approved Jenel Stoinski – Certified Dementia Trainer and Consultant to come on site in order to train as many staff members to become Certified Dementia Practitioners. There is \$5,249.21 of grant funding remaining that will be used to cover the cost of this training. Motion made by Jim Tervo and supported by Christy Hilgers. Motion passed.

The Board approved the boiler contract with Ahern. The cost of the 3-year contract is \$14,230 for 2024/2025; \$14,515 for 2025/2026; and \$14,950 for 2026/2027 respectively. Motion made by Jim Tervo and supported by Christy Hilgers. Motion passed.

The Board denied the request to reimburse the family for a missing ring from 2023. The facility has in place the Admission Agreement that was signed by the family; Section C, The Facility will make every effort to protect a Resident's personal property retained by the Resident. However, the Facility shall not be liable for the loss or damage to any money, jewelry, documents or other articles of unusual value and small in compass, if the Resident retains the item(s) in his/her personal possession unless it is determined by investigation that the Facility is at fault. Facility Admission Agreement will be followed. Motion made by Christy Hilgers and supported by Jim Tervo. Motion passed.

The Board approved the ordering of a new staff coffee machine from KaTom. The cost of the machine is \$6,099. Motion made by Jim Tervo and supported by Christy Hilgers. Motion passed.

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The Board approved changes to the current PTO Policy to include: A new tier system below. In addition, allowing the use of extended illness at three days instead of five days, a usage percentage multiplier of 120% from the previous 110%, and the language in Section 12 to read “Any employee hired “ON” or AFTER January 1, 2023, will not be paid out on EIB balances,” previously just reading “AFTER.”

Years Of Continuous Service	Accrual Rate Per Pay Period
0 - 3	0.096
3 - 6	0.105
6 - 10	0.115
10 - 15	0.125
15 +	0.135

There being no further business the Board adjourned at 10:55 a.m.

Ed Jenich, Chairman

Adam R. Laplander, Secretary