

## **Houghton County DHHS Board Meeting Minutes (MCF Portion) January 16, 2025**

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 December 19, 2024 beginning at 09:11 a.m.

**Present:** Ed Jenich, Chairman  
Christy Hilgers, Vice Chair  
James Tervo, Board Member  
Tom Tikkanen, County Commissioner Liaison  
Adam Laplander, CEO/Administrator - Secretary  
Ashley Kuru, Chief Financial Officer  
Kara Destrampe, Director of Operations

**Absent:** Jodi Nuttall, Director of Nursing  
Roy Britz, County Commissioner Liaison

The agenda was adopted and the minutes from the December 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 December 2024 MCF Vouchers were reviewed and approved.

The CEO/Administrator updated the Board as to the Facility's current occupancy status and average occupancy rates for December 2024. The CEO/Administrator updated the Board on the current inquiry list numbers.

The CEO/Administrator updated the Board that new Garage drawings were submitted to Moyle. We are waiting on a quote/estimate for the proposed garage and price for the Parcel C property that they are interested in. The CEO/Administrator also updated the Board that we let the Church know next door that we were interested in purchasing a 200' x 200' lot from them. It will be presented at their next council meeting.

The CEO/Administrator updated the Board that all contractors and sub-contractors will be on-site at 1:30pm on January 20, 2025 to discuss the plan for the elevator modernization project and all elevators are currently in working status.

The CEO/Administrator updated the Board that it is a millage renewal year. The facility would like to continue with the August election. Motion made by Jim Tervo and supported by Christy Hilgers to renew in August 2025. Motion passed.

The CEO/Administrator updated the Board that mediation will continue with the Independent Nurses Union on January 27, 2025. The time as not been determined yet. The facility is looking at returning to eight hours shifts for nurses instead of the eight and twelve hour shifts currently in place.

## **Houghton County DHHS Board Meeting Minutes (MCF Portion) January 16, 2025**

The CEO/Administrator updated the Board that the resident furniture that was ordered through Direct Supply will be arriving the week of January 27, 2025. The furniture will be installed over a three-day period, January 28<sup>th</sup> – 30<sup>th</sup>. The Director of Facilities has provided maps and a resident room listing to the company to ensure a plan is in place for implementation.

The CEO/Administrator updated the Board that a sewer leak was found in a mechanical room off of the ground floor. The leak was investigated by Northern Heating and Plumbing and the broken pipe was located. The facility is waiting on parts to complete the repair and the issue does not affect residents or resident areas. The CEO/Administrator will update the Board once the repair is completed.

The CEO/Administrator updated the Board that the facility distributed the Holiday Turkey's and Ham's. The facility had several that were not picked up. The facility was able to distribute all remaining Turkey's and Ham's and will consider other options next year.

The CEO/Administrator updated the Board that our annual survey was cleared and that the Life Safety Survey is still awaiting a re-visit by the Fire Marshall. The CEO/Administrator updated the Board that there was a surveyor on site on January 15, 2025 to review an open reportable. That reportable was cleared and the surveyor had no concerns.

The CFO distributed the December financial statements to the Board and they were reviewed. A motion was made by Jim Tervo and supported by Christy Hilgers to accept the financial reports. Motion passed. The CFO also updated the Board on the current A/R aging as well as the rebilling project for FY23. The rebilling project is estimated to be \$2.1 million dollars.

The Board approved continuing the Social Worker Consultant from April 1, 2025 until October 1, 2025. Serving our Seniors (SOS) Consulting fees for service is \$5,400/month. Motion made by Jim Tervo and Supported by Christy Hilgers. Motion passed.

The Board was updated on various cost savings initiatives. The facility has seen a cost savings in regards to micro-fiber mop heads. The facility was paying \$16 per mop head and the Director of Facilities found better mop heads at \$4 per mop head. The savings is approximately \$600 per month in the winter months. The facility also received a rebate on the water heaters through SEMCO. The amount of the rebate was \$54,645.77. The CFO updated the Board that she has all credit cards. All purchase requests are now going through the CFO.


At 9:49 a.m. a motion was made by Jim Tervo and supported by Christy Hilgers to move into executive session. Those in attendance were Ed Jenich, Jim Tervo, Christy Hilgers, Tom Tikkanen, Adam Laplander, Ashley Kuru and Kara Destrampe. Motion passed.


Motion made by Jim Tervo and supported by Christy Hilgers to resume the Board meeting at 10:19 a.m. Those in attendance were Ed Jenich, Jim Tervo, Christy Hilgers, Tom Tikkanen, Adam Laplander, Ashley Kuru and Kara Destrampe. Motion passed.

Motion made by Jim Tervo and supported by Christy Hilgers to move forward with a letter on behalf of the Board requesting the Medicaid applications be submitted for AR Aging accounts. Motion passed.

**Houghton County DHHS Board Meeting Minutes (MCF Portion)**  
**January 16, 2025**

There being no further business the Board adjourned at 10:33 a.m.

  
\_\_\_\_\_  
Ed Jenich, Chairman

  
\_\_\_\_\_  
Adam R. Laplander, Secretary