

Houghton County DHHS Board Meeting Minutes (MCF Portion) February 20, 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 February 20, 2025 beginning at 09:13 a.m.

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

Absent: Tom Tikkanen, County Commissioner Liaison

The agenda was adopted and the minutes from the January 2025 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 January 2025 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 January 2025. The CEO/Administrator updated the Board on the current inquiry list numbers.

The CEO/Administrator updated the Board that Mediation continues with the Independent Nurses Union. The Union would like to have their legal counsel review the current proposal and another meeting will be scheduled in March 2025.

The CEO/Administrator provided the minutes for the quarterly Quality Assurance, Safety and Corporate Compliance meetings. Motion made by Jim Tervo and supported by Christy Hilgers to accept the minutes. Motion passed.

The CEO/Administrator updated the Board that back in 2022 the change was made to move to quarterly sell back periods for PTO/vacation. The CEO/Administrator spoke with several other facilities that offer a sell back either semi-annually, quarterly, or during any pay period. Previously being semi-annual allowed a better approach to budget and forces staff to take time off as well. Motion made by Christy Hilgers and supported by Jim Tervo to move back to semi-annual sell back periods. Motion passed.

The CEO/Administrator updated the Board that the Relias education platform expires in spring of 2027. The facility will utilize both Relias and Health Care Academy over the next two years for all education purposes.

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The CEO/Administrator updated the Board on the incident of the snow falling off of Woodland Haven that damaged the vehicle of a family member picking up a staff member. While the vehicle was not properly parked, there were no clear signs of no parking. The facility would not file a claim due to Michigan being a no-fault State and were told by MMRMA that any claim would be denied. No parking signs have now been posted. The individual is seeking help with the \$1,000 deductible. Motion made by Jim Tervo and supported by Christy Hilgers to pay half of the deductible. Motion passed.

The CEO/Administrator requested Board approval to extend a few days during one of the conferences this Spring to visit a few 5-Star facilities. There would be additional costs for meals and hotel. Motion made by Christy Hilgers and supported by Jim Tervo. Motion passed.

The CEO/Administrator updated the Board that the City of Hancock requested that the facility look into where storm drainage run-off is going. The City said they would see a savings every year if the storm drainage was not going into the sewer system. The facility is requesting to look into where all drains are currently going. Jeff Lehtola will work on getting all plans and work with a local vendor to find out where all drains are currently going. Motion made by Christy Hilgers and supported by Jim Tervo. Motion passed.

The CEO/Administrator updated the Board that the facility should begin looking at restructuring in order to obtain its financial and census goals. Due to the pandemic census is not increasing at a rate that was hoped. In order to ensure the stability of the facility for years to come, it would be best to start looking at restructuring now. The CEO/Administrator will keep the Board apprised of all positions the facility restructures.

The CEO/Administrator updated the Board on the Maintenance weekend schedule. The facility did see an increase in overtime during October due to the maintenance staff being called in for items such as laundry bags and alarm mats. The overtime decreased significantly in the next three months and was only at \$43 as of February 20th for the month of February. The recommendation is to continue through the end of the fiscal year and then re-evaluate the Maintenance schedule.

The CEO/Administrator updated the Board that the ballot language for the millage renewal is due by May 13th by 4pm. The language from the last millage renewal was reviewed and the new language will be presented at the March Board meeting with a renewal of 2.25 mills. Motion made by Christy Hilgers and supported by Jim Tervo. Motion passed.

The CFO distributed the January financial statements to the Board and they were reviewed. A motion was made by Christy Hilgers and supported by Jim Tervo to accept the financial reports. Motion passed. The CFO also updated the Board on the current A/R aging as well as the current status of the Audit. The CFO also let the board know the proceeds from the fiscal year 2023 rebilling project of \$2.5M would be received by the facility on or around February 27th.

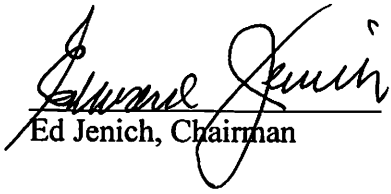
The Board approved a painting project for the 3rd floor and for the laundry area by Agate Painting Company. The cost of the 3rd Floor is \$11,550 and the cost of the laundry area is \$3,799. The facility will hold off on painting the Staff dining room for now. Motion made by Jim Tervo and supported by Christy Hilgers. Motion passed.

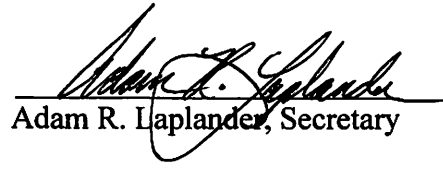
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The Board approved four conferences to attend. There is a Long-Term Care Workshop in April, the DON bootcamp in April, the HCAM conference in May and the Spring Conference in June. Two to four staff will attend the conferences. Motion made by Jim Tervo and supported by Christy Hilgers. Motion passed.

The Board was updated on the cost savings initiative for February to include moving to a simpler nurse calling system. The new devices come at a cost of \$149 per device for the facility, compared to \$655 per phone device with the current system.

There being no further business the Board adjourned at 10:38 a.m.


Ed Jenich, Chairman


Adam R. Laplander, Secretary