

## **Houghton County DHHS Board Meeting Minutes (MCF Portion)**

### **March 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 March 20, 2025 beginning at 09:12 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  
Jodi Nuttall, Director of Nursing  
Ashley Kuru, Chief Financial Officer  
Kara Destrampe, Director of Operations

**Absent:** None

The agenda was adopted and the minutes from the February 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 February 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 February 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 next scheduled Mediation is for March 26, 2025. The Union has some people unavailable for this date so Mediation may be rescheduled. The CEO/Administrator will update the Board if the meeting date is changed.

The CEO/Administrator updated the Board on the changes to the PTO Policy and implementing a Smoking Policy. The PTO Policy had to be updated to include the Michigan ESTA – Earned Sick Time Act. Earning rates were adjusted appropriately to reflect the new ESTA bank. The facility would like to move in the direction of a smoke free campus and a Smoking Policy was created to move in that direction. The Unions will have to be notified and the CEO/Administrator will discuss with the facility lawyer for implementation. The CEO/Administrator will update the Board at the April meeting with smoking cessation information available. Motion made by Jim Tervo and supported by Christy Hilgers. Motion passed.

The CEO/Administrator provided an update to the Board in regards to the property next door. The Church is not interested in selling the property. Moyle is still interested in the property below the east

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parking lot. Moyle would possibly be interested in a long-term lease. The CEO/Administrator will speak with Ben Larson and provide an update at the April Board meeting.

The CEO/Administrator updated the Board that it is in the best interest to move forward with restructuring. The facility will be looking at all positions in order to right-size staffing levels with the current census and projected growth. The facility would like an MDS audit done by Engage Consulting to provide feedback on our MDS quality measures and PDPM rate. The cost of the audit is \$950. Motion made by Christy Hilgers and supported by Jim Tervo. Motion passed.

The CEO/Administrator updated the Board with the language for the upcoming Millage renewal election for August 2025. The language will be reviewed by an attorney prior to submission. The Board will be updated on the advertising to be done as well as any donations for advertising

The CFO distributed the February 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 current Audit updates.

The Board approved the IT contract with Karhu Cyber. The cost of the contract is \$129,655.20. The contract also includes four separate licenses in addition to having support at 40 hours per week. Motion made by Christy Hilgers and supported by Jim Tervo. Motion passed.

The Board approved moving forward with Relay devices in addition to our Nurse Call System replacing the current Ascom phones at a much lower cost. Current phones cost \$875/ea and the new Relay devices are \$149/ea. The devices are used as a tool for communication between staff members on all units. The devices were tested on the 1<sup>st</sup> Floor Unit and positive feedback from the staff was received. The devices cost \$16,097. Motion made by Jim Tervo and supported by Christy Hilgers. Motion passed.

The Board approved ordering a new facility bus from Midwest Transit at a cost of \$117,900. The Board would like to know the warranty for both the 2024 and 2025 models and the CEO/Administrator will forward that information once received. Motion made by Jim Tervo and supported by Christy Hilgers. Motion passed.

The CEO/Administrator updated the Board that the facility will not be seeking approval to attend the Schlage Door Conference as no one will be attending.

The Board approved moving forward with the Serv Safe training for the Dietary Department through Wilson and Son's. The cost of the Serve Safe training is \$2,976.80. This training will be completed in May 2025. Motion made by Jim Tervo and supported by Christy Hilgers. Motion passed. The Board chose not to move forward with the Certified Dementia Practitioner training at this time.

The Board was updated on the facility's cost savings initiative. The facility has seen a cost savings switching their current asset software from MRI to Bloomberg Tax Fixed Assets for a savings of \$2,500 annually. The facility has seen a savings from eliminating the Assistant Dietary Manager position by restructuring for a savings of \$88,944.30 annually. By eliminating the "pay-out" option for Holidays for the Management and Support Staff group, the facility will save \$23,000 annually and once removed for all staff the savings could total \$120,000.

**Houghton County DHHS Board Meeting Minutes (MCF Portion)**  
**March 20, 2025**

At 10:39 a.m. a motion was made by Christy Hilgers and supported by Jim Tervo to move into executive session. Those in attendance were Ed Jenich, Jim Tervo, Christy Hilgers, Adam Laplander, Ashley Kuru, Jodi Nuttall, and Kara Destrampe. Motion passed.

Motion made by Christy Hilgers and supported by Jim Tervo to resume the Board meeting at 10:49 a.m. Those in attendance were Ed Jenich, Jim Tervo, Christy Hilgers, Adam Laplander, Ashley Kuru, Jodi Nuttall, and Kara Destrampe. Motion passed.

Board made the decision to not pay bonuses to staff for the rebilling project that took place for FY23 by a unanimous consensus. Motion passed.

There being no further business the Board adjourned at 10:52 a.m.

  
Ed Jenich, Chairman

  
Adam R. Laplander, Secretary