

Houghton County DHHS Board Meeting Minutes (MCF Portion)

October 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 October 16, 2025 beginning at 09:19 a.m.

Present: Ed Jenich, Chairman
Christy Hilgers, Vice Chair
James Tervo, Board Member
Roy Britz, County Commissioner
Adam Laplander, CEO/Administrator - Secretary
Ashley Kuru, Chief Financial Officer
Bobbi Jo Bonini, Assistant Director of Nursing
Kara Destrampe, Director of Operations

Absent: Tom Tikkanen, County Commissioner Liaison
Jodi Nuttall, Director of Nursing

The agenda was adopted and the minutes from the September 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 September 2025 MCF Vouchers were reviewed and approved.

The CEO/Administrator updated the Board on:

- The Property Purchase Agreement with Moyle. Purchase Agreement in the amount of \$50,000 with continued easement. Motion made by Christy Hilgers and supported by Jim Tervo for sale of the property contingent upon any and all agreements with Keweenaw County.
- The Facility's current occupancy status and average occupancy rates for September 2025 and the current inquiry list numbers.
- The County Commissioner Board meeting. The CEO/Administrator would like to clarify, in regards to the current discussion on the potential sale of Canal View, he is not, and never will be, in favor of selling Canal View. This being in response to the incorrect portrayal of his position on the matter brought forth at the Houghton County Commissioners board meeting held on October 14, 2025. Information was to be brought to the Houghton County Asset Committee. The CEO/Administrator believes from a Houghton County Asset Committee perspective, that all County assets should be appraised and that the County should be responsible for paying for it. Any quote or proposal would need to be approved by the MDHHS Board.
- Restructuring: Plante Moran does not have updated benchmark numbers for 2025 but will share once they have them. Doug Campbell coming on site on November 10, 2025 to help with the Nursing Admin Department.
- IT: Karhu terminated their employee that was assigned to Canal View and they are currently interviewing for a replacement. There will be no interruption to Canal View as they have another employee filling in.

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- The Non-Available Bed Plan was submitted to the State and final approval should be received in the system by October 17, 2025. The facility will move forward with a CNA sponsorship program. The Bonus for no-call ins for October – December is in effect. Motion made by Jim Tervo and supported by Christy Hilgers for the Non-Available Bed Plan, CNA sponsorship, and the No Call in Bonus. Motion passed.
- Health Insurance – The Pool Health Insurance has seen an increase of 9.1% for 2026. The facility added two other options with higher deductibles to reduce premium costs. Recommendation to keep the 80/20 health insurance with the Pool under Public Act 152. Motion made by Christy Hilgers and supported by Jim Tervo to move forward with the new Health Insurance rates for 2026 with the Pool. Motion passed.
- Rehab Department Update: We started at a -28% ROI to a +16% ROI nets a 44-point increase, truly monumental results. Productivity has increased to 55%-60%. Opening up the Rehab Unit will increase productivity and as more of our own staff come on board it will be a significant financial gain for the facility. It will also allow more beds to be utilized for the community.
- The Facility No Smoking Policy went into effect on October 1, 2025 as a smoke free campus.
- Maintenance Overtime by adjusting the schedule for the last fiscal year resulted in a 1.5 hour increase from the previous fiscal year.

The CFO:

- Distributed the September 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.
- Updated the Board on the current A/R aging.
- Updated the Board on the FY26 Budget.
- Presented to the Board the FY26 Actuarial Determined Contribution. Motion made by Christy Hilgers and supported by Jim Tervo to proceed with the Actuarial Determined Contribution of \$580,537. Motion passed.

The CEO/Administrator updated the Board on:

- A quote received from OTIS on the interior for the South elevator car. The cost is \$37,800. This includes new cab interior panels, ceiling, lighting and handrails. New stainless steel car door, two return panels, and a header. The CEO Administrator will provide an additional quote prior to or at the next Board meeting.
- MDHHS DFA Agreement for FY26 in the amount of \$75,650. Motion made Jim Tervo and supported by Christy Hilgers to continue with the MDHHS DFA Agreement. Motion passed.
- Plante Moran FY25 Financial Audit Engagement Letters. Motion made by Jim Tervo and supported by Christy Hilgers to proceed with Plante Moran for the Financial Audit. Motion passed.
- Point Click Care module for Performance Insights that will benefit the facility moving forward for quality measures. The cost of the module is \$1,428.25/month with a 40% discount for the first six months. There is a one-time fee of \$2,005.20. This module can be canceled at any time. Motion made by Christy Hilgers and supported by Jim Tervo. Motion passed.
- Cost Savings Initiative(s) – An Agency contract was negotiated for a dollar less for worked hours producing a savings of at least \$27,000 annually. A \$13,000 savings occurred from the Financial Audit from FY23 to FY24.

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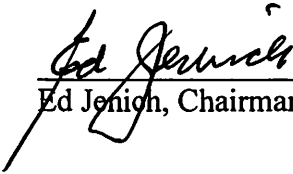
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At 10:40 a.m. motion was made by Christy Hilgers and supported by Jim Tervo to move into executive session. Those in attendance were Ed Jenich, Jim Tervo, Christy Hilgers, Adam Laplander, and Ashley Kuru. Motion passed.

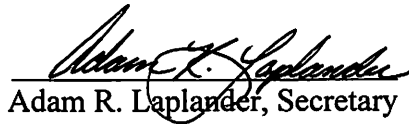
Motion made by Jim Tervo and supported by Christy Hilgers to resume the board meeting at 11:21 a.m. Motion passed. Those in attendance were Ed Jenich, Jim Tervo, Christy Hilgers, Adam Laplander, and Ashley Kuru.

Motion made by Jim Tervo and supported by Christy Hilgers for the Management and Support Staff wage increases for FY26. These wage increases will begin the next full pay period with a retro back to October 1, 2025. Motion passed.

There being no further business the Board adjourned at 11:25 a.m.



Ed Jenich, Chairman



Adam R. Laplander, Secretary