

Houghton County DHHS Board Meeting Minutes (MCF Portion)

December 18, 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 18, 2025 beginning at 09:16 a.m.

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

Absent: Jodi Nuttall, Director of Nursing

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

The CEO/Administrator updated the Board on:

- The Facility's current occupancy status and average occupancy rates for November 2025 and the current inquiry list numbers.
- The current Flint numbers for international CNAs, LPNs, & RNs. The facility has extended offers to two CNAs and one LPN with two other interviews happening by the end of the week.
- The County Held Properties Committee Meeting. This meeting was held on December 8, 2025. The meeting was very productive discussing the pros and cons of each County asset. One quote has been sent to the County Administrator for an appraisal and business evaluation. CEO/Administrator is waiting on the second quote.
- The facility is continuing the restructuring project and recommendations from both Plante Moran and Lebenbom Consulting. The plan would be to start implementing changes in 2026.
- The Facility is eligible for \$210,000 IT Security Grant through FEMA. In order to receive the grant funding, the facility must purchase upgrades and put into place such upgrades the submit documentation to receive the grant funding.

The CFO:

- Distributed the November 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.

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- Updated the Board on the progress of the FY25 Financial Audit and Cost Report Audit.

The CEO/Administrator updated the Board on:

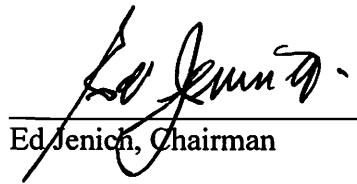
- A Contract received from Lebenbom Consulting for Calendar Year 2026. The amount of the consulting contract is \$6460 for calendar year 2026. Motion made by Christy Hilgers and supported by Jim Tervo to move forward with the Lebenbom Contract. Motion passed.
- The Synexis quote for Woodland Haven. The Facility could order thirty-one units, one for each room, one for each living/dining area, and one for the sunroom. The total cost of the units is \$71,300. The units help reduce infections, illness, and Covid19 outbreaks. Or, the facility could start off with just the common areas. This project will be tabled until a later date.
- The quote provided by Johnson Controls to update existing pneumatic thermostats, valves, actuators in addition to replace the existing UHL system on call energy recovery units, air handlers, boilers, vav's, humidifier, chillers, fan coil units, exhaust fans, and heat exchangers. The cost of the project is \$1,208,750. Motion made by Christy Hilgers and supported by Jim Tervo to move forward with the Johnson Control upgrades. Motion passed.
- The potential cost savings of not upgrading the south elevator completely and only adding new flooring is approximately \$32,500 in savings. As the Flint international staff come on board, additional cost savings will come at that time along with the restructuring project. The Board will be kept apprised of any cost savings at future Board meetings.

At 10:21 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.

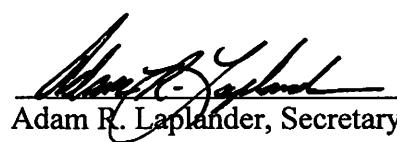
Motion made by Jim Tervo and supported by Christy Hilgers to resume the board meeting at 11:09 a.m. Motion passed. Those in attendance were Ed Jenich, Jim Tervo, Christy Hilgers, Adam Laplander, and Ashley Kuru.

Motion made by Jim Tervo and supported by Christy Hilgers for the pay increase for the CEO/Administrator at ten percent. The Director of Nursing pay increase of six percent, with a monthly cellular stipend of \$100 and a one-time bonus of \$2500. Both increases will be retro to the beginning of the fiscal year. All wages increases are complete for FY26.

There being no further business the Board adjourned at 11:10 a.m.



Ed Jenich, Chairman



Adam R. Laplander, Secretary