

Houghton County DHHS Board Meeting Minutes (MCF Portion) February 13, 2024

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 13, 2024 beginning at 09:20 a.m.

Present: Ed Jenich, Chairman
Christy Hilgers, Vice Chair
Jim Tervo, Board Member
Tom Tikkanen, County Commissioner Liaison
Roy Britz, County Commissioner Liaison
Adam Laplander, CEO/Administrator - Secretary
Ashley Kuru, Chief Financial Officer
Jodi Nuttall, Director of Nursing

Absent: None

The agenda was adopted and the minutes from the January 2023 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 2023 MCF Vouchers were reviewed and approved. Motion made by Christy Hilgers and supported by Jim Tervo. Motion passed.

During the Administrator's Report, the CEO/Administrator updated the board as to the Facility's current occupancy status and average occupancy rates for January 2024 and current enrollment numbers for MI Health Link. The CEO/Administrator updated the Board on the current inquiry list numbers. The CEO/Administrator updated the Board on the Annual Survey and Life Safety Survey. The facility is working on one open citation pending on the health side and one open citation on the life safety side. The CEO/Administrator updated the Board on current Agency staffing and that the facility is still falling short of applicants to open the Short-Term Rehab Unit. The Board was updated that the Rehab Manager, Kara Destrampe will finish the nursing home administrator course in March and take the exam at the end of March or early in April. The Board decided that it would be best to have her make the move once she passes the exam. The CEO/Administrator will provide a job description at the next Board meeting. The CEO/Administrator updated the Board on the current COVID19 numbers in the facility, no new positive cases as well as current RSV cases within the facility.

January financial reports were distributed to the board and reviewed. A motion was made by Christy Hilgers and supported by Jim Tervo to accept the financial reports. Motion passed. The Chief Financial Officer updated the Board on the status of the Financial Audit that is currently in Partner review. The Chief Financial Officer updated the Board that the cost reports are due at the end of the month for both Medicare and Medicaid.

Houghton County DHHS Board Meeting Minutes (MCF Portion)

February 13, 2024

The Board was updated on the Construction Progress Reimbursement from the County. The CEO/Administrator will reach out to the Houghton County Administrator to set up a meeting to gather more information on the process involved for capital project reimbursement. An update will be provided at the March board meeting.

The Board approved using the Workforce Stabilization Grant funding to pay for the work done by the consultants, Jenel Stoinski and Rebecca Richardson. The invoices will be sent to HCAM by the Chief Financial Officer for reimbursement. Any and all consulting moving forward will be evaluated for necessity and taken to the Board for approval.

The Board approved the QAA minutes as well as the Safety minutes for Q1 FY24. Motion made by Jim Tervo and supported by Christy Hilgers. Motion passed.

The Board approved the ice machine quote for the staff dining room at a cost of \$10,458.00 from Direct Supply. Motion made by Jim Tervo and supported by Christy Hilgers. Motion passed.

The Board was updated on the quote to replace the four water heaters by RC Mechanical. RC Mechanical is unable to perform the work as they were overbooked. Two quotes were presented by Northern Heating and Plumbing, \$310,711.00 and \$280,727.00 respectively. The latter quote is a change to the AO Smith water heaters. This project will be reviewed at the March board meeting in anticipation of a quote from Aire Care.

The Board approved the quote for a code alert to be installed on first floor elevator. RF Technologies will install the code alert with a cost of \$13,208.33. Motion made by Jim Tervo and supported by Christy Hilgers. Motion passed.

The Board was updated on including an option for Health Insurance for retirees in Management positions with forty years of service as well as increasing the multiplier. The Board would like a proposal put together for the next meeting to re-assess.

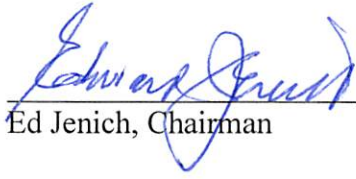
The Board approved the asbestos removal quote in four offices. The work will be completed by Pearson Asbestos Abatement at a cost of \$10,593.00. Motion made by Jim Tervo and supported by Christy Hilgers. Motion passed.

The Board was updated on current cost savings initiative of restructuring and not filling positions at this time. The Board was updated that the Education Nurse resigned and the position will not be filled at this time. Positions will be re-evaluated as census increases and brought to the Board for approval.

Executive session began at 10:25. The Board discussed the six-month review of the Chief Financial Officer. The Board approved an increase in salary to \$100,000.00, effective immediately beginning at the start of the current pay period. Motion made by Jim Tervo and supported by Christy Hilgers. Motion passed. Executive session ended at 10:38.

There being no further business the Board adjourned at 10:42 a.m.

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Ed Jenich, Chairman


Adam R. Laplander, Secretary