

Houghton County DHHS Board Meeting Minutes (MCF Portion) March 21, 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 March 21, 2024 beginning at 09:18 a.m.

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

Absent: Tom Tikkanen, County Commissioner Liaison
Roy Britz, County Commissioner Liaison

The agenda was adopted and the minutes from the February 2024 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 2024 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 February 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, Life Safety Survey and most recent citation. The facility is working on one open citation pending on the life safety side. The Annual Survey has been closed. The plan of correction for the most recent citation is due on March 29, 2024. The CEO/Administrator updated the Board on current Agency staffing. The Board was updated that the Director of Rehab and the Infection Preventionist have both resigned. The Board was updated that elevators in the facility will have to be updated by 2028. The facility will start looking at grant money available to help cover the cost and come up with a plan to begin upgrading the elevators. The Board was also updated on Construction Project Reimbursement for the roof and window project. The CEO & CFO met with the County Administrator, CFO and Treasurer and it does not make sense to be reimbursed.

February financial reports were distributed to the board and reviewed. A motion was made by Jim Tervo and supported by Christy Hilgers to accept the financial reports. Motion passed. The Chief Financial Officer updated the Board on the status of the Financial Audit, which is now finalized along with the Cost Reports.

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The Board approved the letter of engagement to utilize Grant Pecor legal services in the absence of Steve Girard due to retirement. The cost per hour is \$425, a discounted rate from \$670. A motion was made by Christy Hilgers and supported by Jim Tervo. Motion passed.

The Board approved hazard pay to RCCs for the remainder of this FY at \$3.20/hour. The Board approved casual wage increase for RNs to \$30 for new RNs and \$34 for experienced RNs. LPN casual wages were also approved at \$23 and \$26 respectively. A motion was made by Christy Hilgers and supported by Jim Tervo. Motion passed.

The Board was updated on restructure plans moving forward with the facility. The Rehab department will continue in house with analysis provided to the Board at the June Board meeting. The Board was also updated that we are looking to restructure the Dietary Department, combining the Assistant Dietary Manager and Dietary Data Technician into one position. The Board was updated that we are looking at possibly combining two scheduler positions into one, and looking cyber security for IT. The Board would like to discuss strategic planning with a SWOT Analysis at the May 16th Board meeting at 8:30am.

The Board approved the renewal of the Cummins Sales Service Annual Contract for 5 years at a cost of \$21,345.77. A motion was made by Jim Tervo and supported by Christy Hilgers. Motion passed.

The Board approved the quote from LaForce to add the additional door in WH. This door will allow residents to move around the unit more freely along with keeping the residents safe. The cost of the project is \$11,629.21. A motion was made by Jim Tervo and supported by Christy Hilgers. Motion passed.

The Board approved the KPL quote for the main door in Woodland Haven. The cost of the project is \$12,104.00. The new door and components will provide the necessary requirements to allow the speakers to function properly in the nurse's station and both houses in Woodland Haven. A motion was made by Christy Hilgers and supported by Jim Tervo. Motion passed.

The Board approved the quote from Dollar Bay Linoleum and Tile to put new carpeting in the RCC office on 1st floor and flooring in three breakrooms located on all the units. The cost of the project is \$10,673 with an additional cost of \$192.00 if 6" vinyl base is used. A motion was made by Jim Tervo and supported by Christy Hilgers. Motion passed.

The Board approved to move forward with the water heaters utilizing the chase suggested by Aire Care. The facility will forgo the steam water heaters and utilize the natural gas. A motion was made by Christy Hilgers and supported by Jim Tervo. Motion passed.

The Board approved the quote from Norther Heating & Plumbing to fix five water leaks in the facility. The cost will be \$11,006.00. A motion was made by Christy Hilgers and supported by Jim Tervo. Motion passed.

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The Board approved the generator rebuild to be done by Bekkala's Diesel Repair and KPL. KPL will provide the electrical and temporary generator at a cost of \$49,055 and the repairs done by Bekkala's will cost \$24,625. A motion was made by Christy Hilgers and supported by Jim Tervo. Motion passed.

The Board approved the quote by Wards to order a set of pallet forks and sweeper for the loader. The cost of the pallet forks is \$1,200 and the cost of the sweeper with bucket is \$9,953. A motion was made by Jim Tervo and supported by Christy Hilgers. Motion passed.

The Board was updated on a quote provided by Karhu Cyber. The County is already using them for Cyber Security. The CEO & CFO will provide an update of best options for support and moving forward.

The Board was updated by the CEO/Administrator that the facility should see cost savings with future restructuring.

There being no further business the Board adjourned at 10:58 a.m.


Ed Jenich, Chairman


Adam R. Laplander, Secretary