

Houghton County DHHS Board Meeting Minutes (MCF Portion) September 19, 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 August 15, 2024 beginning at 09:20 a.m.

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

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

The agenda was adopted and the minutes from the August 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 August 2024 MCF Vouchers were reviewed and approved.

During the Administrator's Report, the CEO/Administrator updated the board that he received a call from Karhu Cyber prior to the Board meeting. Karhu is working on changing a password that affects the server room. The CEO/Administrator updated the Board as to the Facility's current occupancy status and average occupancy rates for August 2024. The CEO/Administrator updated the Board on the current inquiry list numbers. The CEO/Administrator updated the Board that the facility does have a Public Information Officer, Jaye Kamm. All communication to the public should go through her. The CEO/Administrator updated the Board that the Millage Advertising account has a balance of \$107.86 and any donations that come in will be added to that account. The CEO/Administrator updated the Board that INU negotiations as well as the TPOAM wage reopener is scheduled for September 30, 2024 and if needed, can go into October 1, 2024. The CEO/Administrator updated the Board that the family member of the resident who had an item go missing was contacted and told that the facility will not reimburse the item. The CEO/Administrator updated the Board on the Maintenance schedule change for them to move to every other weekend rotation. There will be a trial period of five months to see if the schedule works. Motion made by Jim Tervo and supported by Christy Hilgers. Motion passed. The Board was provided the Karhu Cyber Incident Report. Incident was resolved and handled immediately by Karhu Cyber. The Board was provided the August Safety Meeting Minutes. Motion made by Jim Tervo and supported by Christy Hilgers. Motion passed.

Houghton County DHHS Board Meeting Minutes (MCF Portion)

September 19, 2024

August 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 CFO updated the Board on the FY25 Budget. A motion was made by Christy Hilgers and supported by Jim Tervo to accept the FY25 Budget. Motion passed.

The CFO updated the Board on the annual doubtful account write-off. The amount to be written off is \$42,368.42. Motion made by Christy Hilgers and supported by Jim Tervo. Motion passed.

The CFO updated the Board that there were four outstanding accounts that are with the lawyers.

The Board was shown the Capital Budget requests presented by the Director of Facilities, Assistant Director of Nursing, and the CEO/Administrator. There was discussion and review of the Facilities Capital request, Nursing Capital request, as well as the Dietary Capital request. Items included in the Facilities Capital request are: Resident Furniture – still waiting on a quote, replacement of all three Elevators at a cost of \$1.5M, replacement of boiler burner assemblies at a cost of \$255,000, New Ford Transport Van at a cost of \$83,000, and replacement of water main into the building at an estimated cost of \$400,000. Motion made by Jim Tervo and supported by Christy Hilgers. Motion passed.

The Nursing Capital request included ordering two bladder scanners, ten mechanical lifts with slings, eleven vital machines, and four ez stands. The estimated total cost of all items is \$130,000. Once quotes are received, they will be forwarded to the Board members. Motion made by Jim Tervo and supported by Christy Hilgers. Motion passed.

The Dietary Capital request included ordering a large steam kettle, a small steam kettle, and a drain pan replacement. The estimated cost for all three is \$47,318. Once quotes are received, they will be forwarded to the Board members. Motion made by Jim Tervo and supported by Christy Hilgers. Motion passed.

The Board approved the 80/20 health insurance rates provided by Gallagher – The Western Michigan Health Insurance Pool for calendar year 2025. Motion made by Christy Hilgers and supported by Jim Tervo. Motion passed.

The Board approved the OTIS Elevator Service Agreement at a cost of \$9,000/year for five years. Motion made by Jim Tervo and supported by Christy Hilgers. Motion passed.

The Board approved moving from Relias for annual education to the Health Care Academy. The cost for the Health Care Academy education is \$7,750 per year. Motion made by Jim Tervo and supported by Christy Hilgers. Motion passed.

The Board approved the annual replacement of code alerts through RF Technologies. The cost to replace all code alerts on an annual basis is \$21,132.82. Motion made by Christy Hilgers and supported by Jim Tervo. Motion passed.

Houghton County DHHS Board Meeting Minutes (MCF Portion)
September 19, 2024

The Board did not approve bringing back the staff meal. The facility will continue with the grab and go system in place.

The Board approved the ordering of Turkeys/Hams for staff for the Holidays through IGA. The cost of a Turkey is \$2.00/lb average 10-12lbs and the cost of a Ham is \$2.79/lb average 8-10lbs. Motion made by Jim Tervo and supported by Christy Hilgers. Motion passed.

At 10:49 a.m. motion was made by Jim Tervo and supported by Christy Hilgers 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 11:38 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 to approve the Management and Support Staff wage increases for FY25 as stated by the CEO and CFO with the understanding that the board will be updated on any impact from the September 30th negotiations and wage re-opener. Motion passed.

There being no further business the Board adjourned at 11:40 a.m.



Ed Jenich, Chairman



Adam R. Laplander, Secretary