

INGHAM COUNTY MEDICAL CARE
DEPARTMENT OF HEALTH AND HUMAN SERVICES BOARD MEETING MINUTES
Friday, March 22, 2024

Chairman Matthew Wilczek called the DHS Boarding Meeting to order at 8:32 a.m. at the Ingham County Medical Care Facility, Rehabilitation Conference Room.

Those present:

DEPARTMENT

Matt Wilczek, Chairman

Chad Hannahs, ICDHHS Director, Children's Services

Teri Banas - Member

Heidi Norfleet, ICDHHS Program Manager, ESA Administration

Marla Ekola - Member

Christina Clemmons, Executive Secretary, ESA Administration

Those Absent:

Sualyn Holbrook, ICDHHS Director, ESA Administration
Richelle Wilcox, Executive Secretary, Children's Services
Rebecca Meszaros, Community Resource Coordinator

Public Comment:

None.

Minutes of the February 23, 2024 Regular Session

Motion: Matt Wilczek approved the February minutes. Motion carried.

Children Services Director's Report

Chad Hannahs informed the Board of Child Welfare events during the month at Ingham County DHHS and presented statistical information regarding child welfare.

Cash Services Director's Report

Heidi Norfleet informed the Board of Cash Assistance events during the month at Ingham County DHHS and presented statistical information regarding cash services.

Financials

Chad Hannahs presented financials for February 2024
Heidi Norfleet presented financials for February 2024.

Contracts

No contracts.

Department portion of the meeting recessed at 9:02 am. Second half to reconvene at 9:15 am.

Dobie Road meeting called to order at 9:16

Those present:

Matthew Wilczek, Chairman

Teri Banas, Member

Marla Ekola

Shirley Masters, CFO

Kristen Campbell, CSO

Tina Brindley, CNO

Frank Russell, HR Director

Absent: Leslie Shanlian

Public Comment:

Board Chair, Matt Wilczek remind everyone of the process to submit feedback, including complaints or concerns:

- Submit a Feedback form. Then the facility policy is to respond to your feedback submitted via feedback from within 72 hours

While we may not comment in this meeting on specific level of care concerns or clinical concerns you may have with the physician or nursing team - we are committed to working with the Dobie Road management team to make feedback form submissions are followed up.

The floor was then opened for public comment. No public in attendance at this time.

Minutes of March 2024 Regular Sessions

- Krsiten Campbell introduced the new HR Director, Frank Russell who has joined Dobie Road after a recent retirement from 38 years with the State of Michigan.
- Tina Brindley introduced a new process for increasing communication within the nursing department. This process streamlines the ability for CNA's to communicate to the CNO and nurse managers more effectively. Staff are stating that they feel empowered by this ability to communicate in an easier manner.
- Kristen Campbell reported on Corporate Compliance for the 4th quarter of 2023. Two concerns were identified, and the risk was mitigated. A technology penetration test was conducted, and Multi Factor Authentication (MFA) implemented. These tests will be conducted bi-annually going forward.
- Kristen Campbell announced that ADP will start processing payroll for the facility in order for HR to focus on employee engagement. AFSCME union negotiations will resume in April 2024.

PROPOSED MINUTES

- Renovations of the Dobie Ridge Green Hall are complete, and residents will move into those rooms on March 27th. The Dobie Ridge Gold Hall renovations will begin shortly thereafter, with an anticipated completion date of July 2024.
- A new dining service provider, Nexdine, will be starting April 1, 2024.
- PACE updates were provided. PACE is missing their budget by 1.5 million and there is a substantial amount of loan payments to ICMCF still outstanding. The Board would like a summary of the PACE agreement from inception to current for the April meeting.
- Shirley Masters presented the February financials and announced the scheduled audit with Plante Moran for the last week of March. The Board requests a deep dive on the budget for expenses.

Meeting was reopened to Public Comment.

- Traci Ruiz commented on agency training for PCC, voicemail activation, how staffing is reported, request for response on care concerns, and the conversion to a new dining service provider.

Next scheduled meeting is April 26,2024

Motion to adjourn at 10:19 am, by Chairman Matt Wilczek. Motion carried.