

INGHAM COUNTY MEDICAL CARE
DEPARTMENT OF HEALTH AND HUMAN SERVICES BOARD MEETING MINUTES
Friday, February 23, 2024

Chairman Matthew Wilczek called the DHS Boarding Meeting to order at 8:29 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

Richelle Wilcox, Executive Secretary, Children’s Services

Josie Hewitt for Leslie Shanlian

Those Absent:

Marla Ekola – Member

Sualyn Holbrook, ICDHHS Director, ESA Administration

Christina Clemmons, Executive Secretary, ESA Administration

Rebecca Meszaros, Community Resource Coordinator

Public Comment:

None.

Minutes of the January 26, 2024 Regular Session

Motion: Matt Wilczek approved the January 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 January 2024

Heidi Norfleet presented financials for January 2024.

Contracts

No contracts.

Department portion of the meeting recessed at 8:54 am. Second half to reconvene at 9:00 am.

PROPOSED MINUTES

Dobie Road meeting called to order at 9:02

Those present:

Matthew Wilczek, Chairman

Teri Banas, Member

Josie Hewitt for Leslie Shanlian

Shirley Masters, CFO

Absent: Leslie Shanlian

Marla Ekola, Member

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.

Scott Moles:

- Expressed displeasure with inadequate staffing and questions whether this has led to his wife's recent hospitalizations. A copy of his concerns was provided to Board Chairman and Mr. Moles requested that they be added to the minutes of this meeting. Matt Wilczek explained that due to the clinical care related concern and private content regarding his wife's conditions, it is not appropriate to add additional details to meeting minutes.

Gretchen Wagner

- Expressed concerns with the recent pharmacy and physician changes. She voiced concern regarding beautician scheduling, water distribution and notations in the Kardex were mentioned.
- Expressed concern with the values and ethics of the new employee hired in HR.

Traci Ruiz

- Thanked Leslie for assisting with nursing staff representation at her recent care conference.
- Stated that she continues to work with staff on care plan issues.

Minutes of February 2024 Regular Sessions

- Josie Hewitt provided an operations update regarding the recent audit of the Payroll Based Journal and the process of transitioning those duties out of HR and into Administration.
- Josie Hewitt announced the departure of Maria Rosas as VP of Human Resources and announced her replacement, Frank Russell. He will be joining the team in March. The Board requested an introduction at the next meeting.
- Josie Hewitt discussed the employee transitions that occurred as a result of the recently approved budget. Board members inquired about the status of the Quality and Life Enrichment role.
- Josie Hewitt announced that Dr. Chinoy had stepped down as the Medical Director and Dr. Mishulin was welcomed in that role at the end of January.

PROPOSED MINUTES

- The meeting with Larry Horvath, Bureau Director at LARA was discussed Mr. Horvath was aware of Dobie Road concerns and is happy to support the facility as they continue to follow the expectations of CMS/State.
- The regulatory update was provided stating the most recent survey in January resulted with no areas of concern.
- PACE financials were discussed. Board requested insight into other county buildings participation in this program.
- Shirley Masters presented the January financials and announced the scheduled audit with Plante Moran for the last week of March.

Next scheduled meeting is March 22.2024

Motion to adjourn at 9:37 am, by Chairman Matt Wilczek. Motion carried.