

## **Houghton County DHHS Board Meeting Minutes (MCF Portion)**

### **June 19, 2025**

The regular meeting of the Houghton County Department of Health and Human Services Board (Medical Care Facility Portion) was held at Canal View ~ Houghton County in Hancock, MI on June 19, 2025 beginning at 08:58 a.m.

**Present:** Ed Jenich, Chairman  
Christy Hilgers, Vice Chair  
James Tervo, Board Member  
Tom Tikkanen, County Commissioner Liaison  
Roy Britz, County Commissioner  
Adam Laplander, CEO/Administrator - Secretary  
Ashley Kuru, Chief Financial Officer  
Kara Destrampe, Director of Operations

**Absent:** Jodi Nuttall, Director of Nursing

The agenda was adopted and the minutes from the May 2025 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 May 2025 MCF Vouchers were reviewed and approved.

The CEO/Administrator welcomed Nick Maeder from Plante Moran who presented the Houghton MCF – 2024 Audit Presentation. The Board members, facility staff and County Commissioners thanked Nick for an amazing presentation and for making the trip up to present.

The CEO/Administrator updated the Board as to the Facility's current occupancy status and average occupancy rates for May 2025. The CEO/Administrator updated the Board on the current inquiry list numbers.

The CEO/Administrator updated the Board regarding leasing the property to Moyle. A few questions had come up in regards to the property. First, what type of length for an agreement would it be? Second, would Canal View agree to make improvements with gravel/blacktop with the higher price increase? Another item did arise after speaking with legal – While we do not have to pay taxes, Michigan law requires a for-profit tenant to pay property taxes when the landlord is the county or part of the county. The Board decided that this topic requires further time and that a Special Board Meeting should be held to discuss the property.

The CEO/Administrator updated the Board that mediation continues with the Independent Nurses Union. Tentatively a date is set for either July 15, 2025 or July 22, 2025. The CEO/Administrator will update the Board once a date has been set.

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The CEO/Administrator updated the Board in regards to the changes made to the PTO Policy. The Policy was revised to only have the one option for the Holiday. Staff members under the policy have the option to take a different day off in the same pay period if they work the Holiday. Staff members had requested that the other two options be re-instated: converting the Holiday to PTO or being paid out for the Holiday. The PTO Policy will remain the same at this time.

The CEO/Administrator updated the Board that the monthly cash reconciliations with the County have not been completed since September 2024. The facility has been in contact with the County and we are aware that they are working on their entries with their hired consultant. This was mentioned due to the fact the facility financial audit for FY25 will start in September and the cash reconciliation amount could be material.

The CEO/Administrator updated the Board that the Water Main Project final walk through was completed and that the project will start on July 7, 2025. The project is expected to run into Fall of 2025. The Boiler upgrades are completed by Ahern on one boiler and the boiler inspector was on site on June 18, 2025. The other boiler will start after the first boiler has been tested for two weeks. The Elevator project will kick off in July, with one elevator being down for approximately 22 weeks. The air conditioner for the front of the building has been replaced and final testing should be completed on June 19, 2025.

The CEO/Administrator updated the Board on Spring Conference 2025. The Conference went very well and notes are included from those that attended. The team also visited Bay Bluffs in Harbor Springs. We were able to get a tour of their facility, see how they operate and ask as many questions that we could. The visit lasted about three hours and we came back with a lot of useful information.

The CEO/Administrator updated the Board on the quarterly QAA, Safety and Corporate Compliance meetings. There being no questions, motion made by Jim Tervo and supported by Christy Hilgers to accept the minutes for all three meetings. Motion passed.

The CEO/Administrator requested the Board to approve a Restorative/Wound Care Nurse position. Several facilities are moving in the direction of having a dedicated Wound Care Nurse and the facility would like to move in the same direction. Motion made by Jim Tervo and supported by Christy Hilgers. Motion passed.

The CEO/Administrator updated the Board that the facility Healthcare Informatics position requested a raise. The CEO/Administrator reminded the Board that we moved to keeping all raises annually for the beginning of the fiscal year for budget purposes. The Board members agreed and all wages will be looked at moving forward for Fiscal Year 2026.

The CEO/Administrator informed the Board that the facility is going to purchase a pedicure chair to help reduce the podiatry appointments and offer this service to residents. The chair is not a capital expenditure. The Board members thought it was a great idea to add the additional service for the residents of Canal View.

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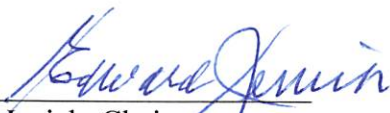
The CFO distributed the May financial statements to the Board and they were reviewed. A motion was made by Christy Hilgers and supported by Jim Tervo to accept the financial reports. Motion passed. The CFO also updated the Board on the current A/R aging as well as the current Audit updates. The CFO updated the Board that her and the Director of Operations applied for grants through MMRMA to help offset the costs of the new hooyer lifts. The grant in the amount of \$10,000 was approved and is expected to be receipted in by the facility soon.

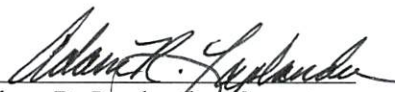
The Board approved having repairs done to the patio in the front of the building along with portions of the sidewalk in the front of the building. The facility received two quotes and the Board selected MJO to do both repairs. The cost of the patio project is \$15,700 and the cost of the sidewalk is \$6,300. Motion made by Jim Tervo and supported by Christy Hilgers. Motion passed.

The Board was updated on a proposal from Vestis to provide laundry services to the facility. This is a potential option for the facility which could potentially save the facility money. Administration will consider all options once the recommendations are made from Plante Moran on the restructuring engagement.

The Board approved the ordering of new IT Access Points. These would be ordered directly from the manufacturer. The facility will order 24 units. The cost of the units is \$6,696 with an additional cost of \$59.00/unit for a five-year extended coverage. Motion made by Jim Tervo and supported by Christy Hilgers. Motion passed.

There being no further business the Board adjourned at 11:03 a.m.

  
Ed Jenich, Chairman

  
Adam R. Laplander, Secretary