

Houghton County DHHS Board Meeting Minutes (MCF Portion)

November 20, 2025

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 November 20, 2025 beginning at 09:12 a.m.

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

Absent: Roy Britz, County Commissioner

The agenda was adopted and the minutes from the October 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: Representative from Moyle, Ben Larson was present and asked the Board to move forward with their approval from the previous Board meeting to sell the parcel to Moyle. There being no conflict with Keweenaw County. Ben Larson and the CEO/Administrator will work on next steps.

The October 2025 MCF Vouchers were reviewed and approved.

The CEO/Administrator updated the Board on:

- The Facility's current occupancy status and average occupancy rates for October 2025 and the current inquiry list numbers.
- The QA Minutes and the Corporate Compliance Minutes.
- The elevator, water main and boiler project update was provided by the Director of Facilities. One elevator is currently complete and Otis is working on the second elevator. The elevator project is ahead of schedule. The water main project is complete and the facility is waiting on MJO to put a valve in the old water main so that a back-up is provided. The boiler project upgrade is complete and the facility received a rebate for the work done in the amount of \$142,932.06.
- The Facility restructuring report provided by Doug Campbell of Lebenbom and Rothman. The executive team will be working on assigning job responsibilities, updating job descriptions and working towards a restructuring plan that will align with the needs of the facility.
- The Facility had zero safety incidents in the last four and a half months. This is highly attributed to the new Hoyer lifts that were ordered. The facility has seen a reduction in employee related incidents.
- The IT Security Update: The Facility will develop a user list for limited personnel with remote access as well VPN access. This will ensure the security of the Facility's IT infrastructure.

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The CFO:

- Distributed the October financial statements to the Board and they were reviewed. A Motion was made by Jim Tervo and supported by Christy Hilgers to accept the financial reports. Motion passed.
- Updated the Board on the current A/R aging.
- Updated the Board on the progress of the FY25 Financial Audit and Cost Report Audit.
- Updated the Board on the FY26 Budget. Motion made by Christy Hilgers and supported by Jim Tervo to accept the FY26 Budget. Motion passed.

The CEO/Administrator updated the Board on:

- A Contract received from Flint, an organization that could provide the Facility with International RNs, LPNs, and CNAs already in the United States. The process takes approximately nine weeks to recruit and get personnel on site. These staff members would be Canal View employees for three to four years. The cost is greatly reduced compared to the current Agency staff the facility has received in the past. Motion made by Jim Tervo and supported by Christy Hilgers to move forward with the Flint Contract. Motion passed.
- The Simple LTC Contract that integrates with Point Click Care. This addition will provide an MDS scrubber along with real-time data for quality measure improvement while maximizing PDPM revenue. The cost of the contract is \$259/month. Motion made Jim Tervo and supported by Christy Hilgers to proceed with the Simple LTC Contract. Motion passed.
- The quote provided by Direct Supply to update the furniture in the sunroom along with the furniture near the front desk. The cost of the furniture is \$6,676.96. Motion made by Christy Hilgers and supported by Jim Tervo to purchase the furniture. Motion passed.
- The Scrubs on Wheels Agreement that would provide the opportunity for staff and the community to purchase uniforms through payroll deduction. They would come onsite a couple of times per year. The facility would pay the full order up front and be reimbursed through payroll deduction. Motion made by Christy Hilgers and supported by Jim Tervo to proceed with the Scrubs on Wheels Agreement. Motion passed.
- Using Bitwarden, a security password manager for management and support staff. This would increase the level of security if a breach were to occur. The cost of Bitwarden is \$6 month per user billed annually, Last Pass quote is \$7 month per user billed annually or Last Pass Business Max is \$9 month per user billed annually. Estimated cost for 50 employees is \$3,600, more if additional employees are added. Motion made by Jim Tervo and supported by Christy Hilgers. Motion passed.
- Updating the current Travel Reimbursement costs for meals and lodging. Lodging would go from \$85 to \$110. Breakfast from \$11 to \$25, lunch from \$13 to \$25, and dinner from \$23.50 to \$35.00. Current IRS mileage rate would apply. Motion made by Jim Tervo and supported by Christy Hilgers for the Travel Reimbursement increase. Motion passed.
- The Synexis quote for Woodland Haven. Thirty-one units would be ordered, one for each room, one for each living/dining area, and one for the sunroom. The total cost of the units is \$71,300. The units help reduce infections, illness, and Covid19 outbreaks. The Board would be very interested in this technology for the safety of residents and staff. More information is needed such as the cost of the filter replacement and testimonials to be shared with the Board. Not approved at this time until other information is received.

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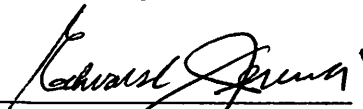
- The potential cost savings of utilizing the Flint and Simple LTC Contracts, as well as any cost savings that arise from the restructuring project. The Board will be kept apprised of any cost savings at future Board meetings.

At 10:25 a.m. motion was made by Christy Hilgers and supported by Jim Tervo 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 11:35 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 for the bonus for the Assistant Director of Rehab and the Director of Rehab. Evaluations will be completed for the CEO and DON for wage increases. The letter from the Director of Human Resources was presented to the Board and the Board will consider wages at the December Board Meeting.

There being no further business the Board adjourned at 11:37 a.m.


Ed Jenich, Chairman


Adam R. Laplander, Secretary