

02/25/16

The February 2016 Regular meeting of the Meadow Brook Governing Board/Antrim Co. Human Services Board was held on Thursday, February 25, 2016 at Meadow Brook Medical Care Facility. Fred Harris, Chairman, called the meeting to order at 9:02 a.m. Those present were Fred Harris, Chairman, Rick Teague, Vice Chairman; Mike Paradis, Member (via phone conference); Robert Wilson, Antrim County Commissioner Liaison; Marna, Robertson, Meadow Brook Administrator, David Schulz, Meadow Brook Director of Administrative Services; Ben McGuire, Meadow Brook Systems Administrator; Cheryl Patton, Meadow Brook Director of Nursing; and Rhonda Groeneveld, Meadow Administrative Assistant, acting Secretary for Antrim County Human Services Board.

Guests: Maureen Clore, DHS.

Public Comment: Ben McGuire, Meadow Brook Systems Administrator wanted to express his thanks and gratitude to the staff of Meadow Brook that took care of his wife's grandmother that was a resident here who recently passed.

Meeting minutes of the Regular Meeting 1/28/16, motion to approve and accept as corrected by Rick Teague, seconded by Mike Paradis, all yeas, motion carried.

Pat Simmons, DHS presented the Board with updates on: 1. Financials – Expenditures for December \$1,462.20 and January \$1,036.98. 2. Interviews are being held tomorrow in Petoskey for the Director vacancy. 3. Big initiative in the state for assessing children with traumas to better provide services and therapy to the affected children. 4. Governor proposed changes in the mental health evaluation process and privatizing these services.

Motion to approve the December Expenditures \$1,462.20 for ACCAN Luv Pacs from the Social Welfare Fund made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Motion to approve the January Expenditures \$1,036.98 for Christmas Party, School Programs, Copies, Faxes, etc. from the Social Welfare Fund made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Marna Robertson, Meadow Brook Administrator reported to the Board with updates on 1. Village of Bellaire: Letter from Chairman Fred Harris sent to the Village indicating Meadow Brook would not be supporting the additional expense of paying for the water / sewer meter. To my understanding the Village people are working with Pete Garwood, County Administrator to figure out accessing of lines, placement and outline responsibilities if equipment is damaged. 2. Environment Issues: I've asked John to get a comprehensive list together of ongoing post construction issues i.e., handrails, shower seats. David and I had a phone conference with Mark Smith, Legal Counsel regarding heating concerns. Mark has recommended an independent Engineering Audit in 2 phases. I've asked Mark for high level cost estimation for the Board to review before we proceed. 3. Nursing: Bed Rail Guidelines – Cheryl expects we will be in compliance with revised guidelines and monitoring by March 1, 2016. 12 and 8 hour shifts for the nurses will start as a pilot in March. Scheduled meeting with Meadow Brook Administration and the Union was cancelled for 3/05/16 due to hospitalization of Bob Donick, Teamsters Business Representative. We are waiting to hear from Bob on reschedule date. 4. I will be attending the MAC/MCMCFC Legislative Conference on 2/29-3/02/16. 5. Outpatient Therapy: We will be working with Seagrove Consulting to assist us with getting our program up and running. Phone meeting scheduled with Mark McDavid the week of 2/05/16 to ferret out the details. Cost to get Outpatient Therapy surveyed and up and running will cost \$30,270.00

	Per Month	Per Day	Cost
Offsite Costs – Six (6) month durations	\$2,750.00		\$16,500.00
Onsite Costs – Two (2) days – includes mock survey		\$2,750.00	5,500.00
RA Policy and Procedure Manual License			\$1,495.00
Travel Expenses and Fees			\$1,700.00
Total Costs – Seagrove Consulting Group			\$25,195.00
Official Certification – Outpatient Therapy Services			
- Survey Start Up Fee			\$775.00
- Survey Fee (based on number of therapists onsite)			\$4,300.00
Total Costs – Certification			\$5,075.00
Total Costs – Outpatient Therapy Start-Up & Certification			\$30,270.00

Motion to approve the Outpatient Therapy survey and start up costs \$30,270.00 contingent upon adjustments made to accommodate the cost in the current budget made by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Cheryl Patton, Director of Nursing reported to the Board with updates on: 1. Staffing for Nurses. Discussed Nurse 12 hour shifts. 2. Side Rails will be implemented by March 1, 2016. 3. Point Click Care – continuing to implement. 4. CNA Class – have 6 students in this class. 5. Dan Frye, Clinical Care Coordinator gave his resignation to work closer to home. We have an in-house candidate that will replace him.

David Schulz reported on behalf of John McCleese, Meadow Brook Director of Maintenance with updates on:

1. Heating Issues:

- a. Daiken finally responded with findings from the information gathered this fall (report attached) unfortunately they did not find anything that would shed any light on the issues we are having. They are still in the process of installing the equipment that will allow monitoring from Daiken headquarters in Japan.
- b. The report did show trouble with 1 kitchen unit, ABI Mechanical determined the filter was clogged with grease. We currently clean all filters quarterly and have adjusted the schedule for monthly cleaning of the kitchen filters.

2. Radiant Panels / Supplemental Heat:

- a. All radiant panels have been turned on due to negative temperatures. So far we have not had any issues and have been maintaining good temperatures.
- b. I asked Temperature Control Inc. and Nealis Engineering to hold on any work to design supplemental heat with use of the boilers until we decide how to proceed with legal action.

3. Shower Seats and Hand Rails:

- a. Hallmark Construction remounted the two shower chairs but advised not to put more than 200 lbs on one of them. Since the seats are rated for 250 lbs. this is unacceptable. I asked Brad

Kranig to schedule them to test each bench and if any are found not to hold 250 lbs. Hallmark is responsible to make whatever repairs necessary to meet the 250 lbs. rating.

- b. We are continuing to find loose bolts from the hand rails to the wall. We reviewed with Christman and Hallmark onsite and learned that some of the areas in the 3 story building do not have blocking due to the ductwork in that area. In the other areas most of the bolts used were too short. They suggest we use longer bolts as we continue to find them.
- c. I am working on a list of ongoing issues such as handrails and shower seats. Most of the issues have been addressed by Meadow Brook maintenance as they are found and are no longer an issue. The list will include time and money spent on the issues. For the few remaining issues such as grab bars and handrails, the only way to tell the full extent of the problem would be to remove and reinstall each one which will be recommended in the completed list.

4. Maintenance Truck Update:

- a. The truck is in production and should be ready for pick up within 3 weeks.

Adjourn for break at 10:56 a.m.

Reconvene from break at 11:05 a.m.

David Schulz, Meadow Brook Administrative Services Director reviewed with the Board the December 2015 Financial Reports:

1. Census: December 96.8% vs. November 94.4% YTD 90.2% and Budgeted at 96%.
2. Net Loss/Gain for December (\$124,587.00) vs. November (\$137,951.00) YTD 2015 (\$1,314,661.00).
3. Cost Per Patient Day for December \$341.49 vs. November \$332.43 YTD 2015: \$355.96.
4. Accounts Receivables Balance: December \$2,311,162.00 vs. November \$2,206,768.00 (54 days).
5. Private Pay Past Due Accounts: December \$273,577.69 vs. November \$216,071.65.
6. Restricted Funds Balances: December \$844,732.64 vs. November \$844,526.04.
7. Depreciation Fund Balances: December \$112,812.36 vs. November \$163,185.47.
8. General Cash Balance: December (\$144,045.87) November \$280,357.35.
9. Contingency Fund Balance: December \$1,490,732.07 vs. November \$1,490,512.32.
10. Meadow View Apartments Report: December \$4,165.27 vs. November \$3,648.11 with Occupancy at 72% YTD \$57,829.10.
11. Reviewed Actual vs. Budget Statement of Operations.
12. Hired Allison Fales, HR Assistant (former Universal Worker) to replace Cheryl Haverstock who is moving downstate.
13. Plante Moran Annual Audit this week.
14. Initiated the new Admission's Contract last week.
15. Point Click Care Training is ongoing.

Motion to pay Meadow Brook bills, made by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Motion to pay Meadow Brook Monthly Vouchers made by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Motion to adjourn at 11:25 p.m. by Fred Harris, seconded by Rick Teague, all yeas, motion carried.