

04/28/16

The April 2016 Regular meeting of the Meadow Brook Governing Board/Antrim Co. Human Services Board was held on Thursday, April 28, 2016 at Meadow Brook Medical Care Facility. Fred Harris, Chairman, called the meeting to order at 9:04 a.m. Those present were Fred Harris, Chairman, Rick Teague, Vice Chairman; Michael Paradis, Member; Robert Wilson, Antrim County Commissioner Liaison; Maureen Clore, Director of DHS; Marna, Robertson, Meadow Brook Administrator, David Schulz, Meadow Brook Director of Administrative Services; Ben McGuire, Meadow Brook Systems Administrator; John McCleese, Meadow Brook Director of Maintenance; Kris School, Meadow Brook Corporate Compliance Officer and Katherine Spaulding, Meadow Brook Staff Scheduler, acting Secretary for Antrim County Human Services Board.

Guests:

Public Comment: None.

Meeting minutes of the Regular Meeting 3/24/16, motion to approve and accept as corrected by Michael Paradis, seconded by Rick Teague, all yeas, motion carried.

Maureen Clore, DHS presented the Board with updates on: 1. Maureen Clore accepted the position as Director of DHS replacing Pat Simmons. 2. Expenditure Requests: Speech Therapy Camp need for Northern Michigan Helping Hands \$325.00. Trauma Training for 3 years up to \$200.00 3. Maureen will set up a budget for unusual expenditures. 4. Last month funded \$8,000.00 for Foster Parent Training - this will be on the budget sheet when they occur. 5. Kid's Count Foster numbers down in Antrim County. 6. Staffing - down 1 and not filling this position at this time. 7. Financials -

Motion to approve Speech Therapy Camp for Northern Michigan Helping Hands \$325.00 made by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Motion to approve Trauma Training for 3 years in the amount up to \$250.00 to offset expenses made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Motion to approve the March Financials as presented with revenues of \$12,300.00 made by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

John McCleese, Meadow Brook Director of Maintenance reported to the Board with updates on: 1. Heating Issues: We currently have 2 Daiken units with a bad compressor in each and are waiting for warmer weather to schedule repairs. 2. Maintenance Truck Update: The truck has arrived. 3. Water Meter Replacement: Our water meter failed last week and a new meter was ordered. I will be scheduling a water shut down as soon as it arrives. I contacted the Village of Bellaire's water and sewer operators to inform them of the meter malfunction. 4. Barn Roof: I have two quotes from Buck's Roofing for repairs or replacement as follows: Patch work \$6,000.00 or complete reroof \$28,000.00. The patch option will not have any guarantee. Replacement is recommended. Tabled for further consideration. 5. Household Dishwashers: We are having issues with rust in most of the machines, the manufacturer believed the source of the ruse was from 1 part and sent replacement parts. While installing parts we discovered most of the wash arms are rusted and will be replacing the machines with Hobart machines in the near future. 6. Outside Electrical Outlets: I am working on getting quotes to restore some of our exterior outlet capabilities that we lost during construction. As it stands now we are very limited for Christmas lighting options. 7. Piling: I am concerned that the rust from the unpainted piling at the pond is going to spread to the fence welded to the top plate and will be getting quotes to paint the piling. 8. Pond Dredging: I have the upper pond scheduled for dredging on May 2, 2016. 9. Smoke Compartment Tool: We are having alot of issues with keeping the doors in compliance due to the fact that they are wood and swell

and shrink depending on weather conditions. I am looking at quotes to replace them with metal doors for a future C.A.R.

Kris School, Meadow Brook Corporate Compliance Officer reported to the Board with updates on: 1. HIPPA - 3 investigations year to date. 2. Continue to keep Disaster Recovery Plan updated on a monthly basis. 3. Continue to education weekly updates for staff in the Meadow Brook Messenger.

Marna Robertson, Meadow Brook Administrator reported to the Board with updates on 1. Drills - Participated in State wide Tornado Drill on April 13, 2016. Per our Disaster Policy Severe Weather Drills are conducted semi-annually; April and November. Fire Drills are conducted monthly and rotated shifts. Elopement Drills are conducted quarterly and rotated shifts. Active Shooter training semi-annually 2. DON on Leave of Absence for 3 weeks - return to work anticipated May 9, 2016. Working on changeover of physician's. May 13, 2016 will be Dr. Best's last day. Cheryl is working on new CDC guidelines for new pneumonia -vaccine Prevnar 13. Increasing our lab from 3 days per week to 5 days per week. Policy gathering for Dialysis patients. (peritoneal and hemo). 12-Hour shifts - will have discussion when DON returns regarding some concerns. 3. Annual Report to the County Commissioner's given April 14, 2016. 4. Giving a Tour to Houghton MCF with Administrator and staff on April 25, 2016. 5. Volunteer Appreciation luncheon on April 27, 2016. 6. Annual Kids Fish Day - April 30, 2016. 7. Payroll is preparing for PBJ (Payroll Based Journaling) effective July 1, 2016. This is part of CMS star rating system and will be used for RN and staffing reporting on the website. I've directed David and team to start voluntarily reporting in May and June so we can work out any kinks. Have some concerns that PBJ requires too much data to be broken down to compile information, more work with every day count data. OnShift is working closely to update data. 8. Quality Assurance - 2 big projects of focused improvement started - Falls and Alarm reduction and Weights, Dietary, Infection Control. 9. Village of Bellaire Letter - Water billing error. Beginning process to investigate who made the decision to combine water bills with MVA. 10. Digital Marlin Company Boards - Digital communication, alert, tickler system, weather etc. for Employee Breakroom and Lobby add on in the future. Already have paper version but is being discontinued and going strictly digital. 11. Inservice Director to research for staff education to help with getting information for dialysis. 12. Internal POC Audit - Having CCC's monitor and check discontinued medication orders that were not in place. This was caught by Medication Management. 13. Outpatient Therapy Policies - Concept Rehab logging equipment, 6 month audit tracking equipment to be completed.

Adjourn for break 10:33 a.m.

Reconvene from break at 10:40 a.m.

David Schulz, Meadow Brook Administrative Services Director reviewed with the Board the February 2016 Financial Reports:

1. Census: February 89.2% vs. January 94.3% YTD 91.8% and Budgeted at 94%.
2. Net Loss/Gain for February (\$119,823.00) vs. January (\$129,831.00) YTD 2016 (\$249,653.00).
3. Cost Per Patient Day for February \$384.26 vs. January \$378.91 YTD 2016: \$381.42.
4. Accounts Receivables Balance: February \$2,185,799.00 vs. January \$2,430,446.00 (54 days).
5. Private Pay Past Due Accounts: February \$293,547.91 vs. January \$291,463.62.
6. Restricted Funds Balances: February \$845,001.36 vs. January \$844,871.47.
7. Depreciation Fund Balances: February \$112,849.46 vs. January \$112,831.53.
8. General Cash Balance: February \$1,397,733.35 vs. January \$610,761.75.
9. Contingency Fund Balance: February \$1,491,402.62 vs. January \$1,491,118.12.
10. Meadow View Apartments Report: February \$7,040.07 vs. January (\$583.25) with Occupancy at 90% YTD \$6,478.31.
11. Reviewed Actual vs. Budget Statement of Operations.

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 Fred Harris, seconded by Mike Paradis, all yeas, motion carried.

Motion to adjourn at 11:00 a.m. by Fred Harris, seconded by Mike Paradis, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board