

7/28/16

The July 2016 Regular meeting of the Meadow Brook Governing Board/Antrim Co. Human Services Board was held on Thursday, July 28, 2016 at Meadow Brook Medical Care Facility. Fred Harris, Chairman, called the meeting to order at 9:00 a.m. Those present were Fred Harris, Chairman, Rick Teague, Vice Chairman; Michael Paradis, Member; Robert Wilson, Liaison Antrim County Commissioner; Marna, Robertson, Meadow Brook Administrator, David Schulz, Meadow Brook Director of Administrative Services; Cheryl Patton, Meadow Brook Director of Nursing; Kristina School, Meadow Brook Corporate Compliance, HIPPA Officer; Ben McGuire, Meadow Brook Systems Administrator; and Rhonda Groeneveld, Meadow Brook Administrative Assistant, acting Secretary for Antrim County Human Services Board.

Guests: Jen Duch, DHS Program Manager.

Public Comment: None.

Meeting minutes of the Regular Meeting 6/23/16, motion to approve and accept as presented by Michael Paradis, seconded by Rick Teague, all yeas, motion carried.

Jen Duch, DHS Program Manager, presented the Board on behalf of Maureen Clore with updates on: 1. Expenditures - \$707.20 for YMCA Camp and Business Solutions. 2. Bridges Strike Force Team 3. No news on the staffing budget packet. 4. September 9th Foster Parent Appreciation Picnic.

Motion to approve the June Financials as presented with expenditures of \$707.20 for YMCA Camp and Business Solutions 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. Marketing - Met with Judy Stillwell on 7/7/16 to discuss marketing needs and strategies for Meadow Brook and our Foundation. 2. MERS - David has submitted the Request for Project Study, this was step #1. #2. After we receive the study information we will have the MERS Representative attend Board meeting for review August/September in preparation for October negotiations. 3. Computer Updates - Going into the July 4th weekend our computer server crashed, and then the backup server crashed. Wild week, much frustration and much learned. Ben will report on details. 4. Bay Bluffs Visit – see attached. 5. Handout – House Panel votes to continue funding for Medicare Assistance Program. 6. Outpatient Therapy – Mark McDavid will be out in September (tentatively) for a mock survey. 7. National Convention on Assisted Living – attending in October with Cheryl Patton. 8. Annual Survey 7/12/16 - 7/14/16:

3 Citations-

- Dryer Lint in the main laundry
- Issues involving the disaster planning for water provision and medications r/t “Off site evacuation”.
- Dating and labeling of food

Areas of Concern they stated: (in house plan of correction)

- Wandering residents on a few of the households (Cedar River, Glacier, Grass Creek, Lakeshore)
- Individualized activities based on a comprehensive assessment - and lack of individualized activities being on the care plan
- Dirty Oxygen concentrator filters and oxygen tubing on the ground

Quality Assurance Focus Groups - Next 3-6 months

- Falls
- Computer Disaster backups and procedures
- Employee Orientation

Kris School, Meadow Brook Corporate Compliance, HIPPA / Corporate Compliance Officer reported to the Board with updates on 1. Only 3 HIPAA Investigations this year. 2. Monitor Business Associate Agreements monthly. 3. Working on Disaster Preparedness preparations for the new emergency evacuation totes as part of our Plan of Correction. 4. Will

be completing QA Studies for the September QAPI Meeting.

Convene for break at 10:20 a.m.

Reconvene from break at 10:39 a.m.

Cheryl Patton, Meadow Brook Director of Nursing reported to the Board with updates on: 1. Employee Orientation Focus Group – really taking a hard look at our orientation process in an effort to retain staff better and build their confidence in their skill set. 2. Bringing the Falls Workgroup back to the surface. 3. Sending a Clinical Care Coordinator for Wound Care Certification. 4. Staffing.

David Schulz reported on behalf of John McCleese, Meadow Brook Director of Maintenance with updates on: 1. Lead and Copper Results – 1 of the 3 faucets we sampled at Meadow View came back well above the MCL (Maximum Containment Level). It is likely the problem is with the faucet itself. The DEQ gave us the option of either replacing every kitchen and bath faucet at Meadow View or to treat our water with Phosphate for corrosion control. I believe replacing the faucets would be our best option. I have called several plumbers and received only one quote from Michigan Plumbing Management Company for \$7,140.00. Due to the urgency to make corrective actions I recommend that we accept this quote to begin work immediately. 2. Roof Drain Line Repairs – We had water flooding our basement near our main electrical equipment due to a failed roof drain above the Maintenance Shop. Matt's Underground Utility, LLC installed a new drain line and connected it to the storm drain system on 7-19-16. 3. State Survey – The State Surveyor cited us for dryer lint accumulation in the main laundry. The dryers were on a monthly cleaning schedule and were last cleaned on 6-20-16. As a plan of correction the dryer cleaning is now being done weekly and I have ordered new covers with seals for duct access panels that have been leaking lint out. 4. Fire Marshall Update – We were cited on 1 “blanket” tag K-29 for Smoke Barriers. Under this tag he asked that we go through the entire facility again sealing penetrations with attention to vertical penetrators through the ceiling to the roof or next floor. We applied for a temporary waiver to extend the deadline for completion until 12-31-16.

Motion to approve the replacement of all faucets at Meadow View Apartments in the amount of \$7,140.00 made by Rick Teague, seconded by Mike Paradis, all yeas, motion carried.

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

1. Census: May 91.5% vs. April 91.8% YTD 91.1% and Budgeted at 94%.
2. Net Loss/Gain for May (\$133,981.00) vs. April \$125,324.00 YTD 2016 (\$353,381.00).
3. Cost Per Patient Day for May \$349.66 vs. April \$332.30 YTD 2016: \$366.05.
4. Accounts Receivables Balance: May \$1,709,635.00 April \$1,935,868.00 (42 days).
5. Private Pay Past Due Accounts: May \$229,543.98 vs. April \$304,744.69.
6. Restricted Funds Balances: May \$845,413.55 vs. April \$845,274.64.
7. Depreciation Fund Balances: May \$112,906.35 vs. April \$112,887.18.
8. General Cash Balance: May \$1,311,181.56 vs. April \$1,157,892.53.
9. Contingency Fund Balance: May \$1,492,791.52 vs. April \$1,492,177.17.
10. Meadow View Apartments Report: May \$7,717.34 vs. April (\$2,597.60) with Occupancy at 86% YTD \$19,542.09
11. August will be receiving \$404,508.00 for the 2016 Quarterly Certified Public Expenditure. We will also be receiving \$1,211,000.00 for the 2015 Certified Public Expenditure.
12. Reviewed Actual vs. Budget Statement of Operations.
13. Presented 2017 Proposed Draft Budget

Motion to approve the May Financial Report made by Mike Paradis, seconded Fred Harris, all yeas, motion carried.

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

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

Motion to adjourn at 11:13 p.m. by Fred Harris, seconded by Mike Paradis, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board