

8/25/16

The August 2016 Regular meeting of the Meadow Brook Governing Board/Antrim Co. Human Services Board was held on Thursday, August 25, 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; Robert Wilson, Liaison Antrim County Commissioner; Maureen Clore, Antrim County Director of Human Services; Marna, Robertson, Meadow Brook Administrator, David Schulz, Meadow Brook Director of Administrative Services; Cheryl Patton, Meadow Brook Director of Nursing; Ben McGuire, Meadow Brook Systems Administrator.

Public Comment: None.

Meeting minutes of the Regular Meeting 7/28/16, motion to approve and accept as presented by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Maureen Clore, DHHS Director, presented the Board with updates on: 1. Expenditures - \$1,009.75 for camperships, copy/faxes from Mancelona Schools and Foster Parent Training. 2. 2017 Social Welfare Fund appropriation request to Antrim County for \$15,000.00 3. Shared Family Care update – Catholic Human Services will be the fiduciary for the program and will make stipend payments to the participating foster parents. 4. Program specific statistics. 5. Safe Families Initiative getting started in Antrim County. 6. Staffing update. 7. Foster Parent Appreciation Picnic on September 10, 2016 at Richardi Park. All Board Members are welcome.

Motion to approve July Financials as presented with expenditures of \$1009.75 for camperships, copy/faxes from Mancelona Schools and Foster Parent Training made by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Motion to approve transferring \$8,000.00 from Antrim County Social Welfare Fund to Catholic Human Services after Maureen Clore reviews the fiduciary agreement between Catholic Human Services and DHHS made by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Motion to support Antrim County DHHS 2017 Social Welfare Fund appropriation request for \$15,000.00 made by Rick Teague, supported by Fred Harris, all yeas, motion carried.

Marna Robertson, Meadow Brook Administrator reported to the Board with updates on: 1. HVAC Proposal, James Horman from Progressive AE in the amount of \$22,500.00. 2. Awaiting revisit from the State to clear us for Plan of Correction. 3. Fall's Workgroup / Disaster and Computer Workgroups - Preparing MDS Changes, GG's. Upcoming webinar with Concept Rehab on ADL's. 4. Rehab Consultant Mark McDavid will be doing mock survey on Out Patient Therapy September 14th and 15th. 6. Attending Leading Age Conference in TC on September 24th and 26th. 7. Cheryl is working on Antibiotic Stewardship Program. 8. Losses – 2 Department Heads lost family members and 1 long term employee relocated. 9. Rhonda Groeneveld on FMLA until 9/1/16. 10. Union Negotiations along with MERS on 10/13 or 10/25/16. 11. Moratorium on Home Health. 12. Flood update.

Cheryl Patton, Meadow Brook Director of Nursing reported to the Board with updates on: 1. Reported on Falls Workgroup. 2. Antibiotic Stewardship Program. 3. Presented to the Board new rocking wheelchair.

John McCleese, Meadow Brook Director of Maintenance with updates on: 1. Lead and Copper Results – All kitchen and bath faucets have been replaced. We will resample after 30 days. While changing the faucets the plumber replaced multiple P traps that were rotted out. 2. Roof Drain Line Repairs – Despite the repair of the drain line water continued to leak into the basement. We believe that this is because they were unable to compact the dirt after the line was replaced. Matt's Underground agreed to pour cement over this area free of charge. 3. Flooding Issues – We have had some flooding on the back side of Orchard Hill and have had water make it in through the door between the 3 story and the renovation areas. I believe the ground in this area is too packed to allow water to sink in. I received a quote from Matt's

Underground LLC for \$7,490.00 to install 2 drain crocks and remove low section in the side walk. 4. Fire Marshall Update – We are having difficulty assigning two staff members to work on caulking and ceiling repairs daily. I may have to reevaluate at some point and hire additional help to meet the deadline. 5. Barn Roof Update – Received one sealed bid from Buck’s Roofing Company in the amount of \$34,000.00.

Motion to approve bid for installation of 2 drain crocks by Matt’s Underground LLC not to exceed \$9,000.00 contingent upon clarification of restoration and permits, made by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Motion made by to accept Barn Roof Repaid Bid from Buck’s Roofing Company in the amount of \$34,000.00 contingent upon proper submission of Proof of Liability Insurance, made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Motion to proceed with Letter of Intent with Progressive AE by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

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

1. Census: June 92.0% vs. May 91.5% YTD 91.3% and Budgeted at 94%.
2. Net Loss/Gain for June \$384,459.00 vs. May (\$133,981.00) YTD 2016 (\$31,080.00).
3. Cost Per Patient Day for June \$377.61 vs. May \$349.66 YTD 2016: \$367.97.
4. Accounts Receivables Balance: June \$1,629,133.00 vs. May \$1,709,635.00 (39 days).
5. Private Pay Past Due Accounts: June \$219,310.31 vs. May \$229,543.98.
6. Restricted Funds Balances: June \$845,548.01 vs. May \$845,413.55.
7. Depreciation Fund Balances: June \$112,924.91 vs. May \$112,906.35.
8. General Cash Balance: June \$1,815,468.71 vs. May \$1,311,181.56.
9. Contingency Fund Balance: June \$1,493,371.23 vs. May \$1,492,791.52.
10. Meadow View Apartments Report: June \$6,451.16 vs. May \$7,717.34 with Occupancy at 84% YTD \$25,993.25
11. 2016 CAR Budget Amendments – Decrease Original Courtyard Renovation #3 from \$80,000.00 to \$37,000.00; Add #9 Glacier Hill Run Off Repair for \$9,000.00 and #10 Barn Roof Repair for \$34,000.00.
12. Meadow View Apartment Proposed Maintenance Projects - \$18,090.70

Motion to approve amended 2016 CAR Budget in the amount of \$88,000.00 made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

- Roof Drain Line Repair \$45,000.00
- Orchard Hill Run Off Repair \$9,000.00
- Barn Roof Repair \$34,000.00

Motion to approve the Proposed Meadow View Apartment Projects as presented in the amount of \$18,090.70 by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Motion to approve the June Financial Report made by Rick Teague, 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 11:45 p.m. by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board

