

9/22/16

The September 2016 Regular meeting of the Meadow Brook Governing Board/Antrim Co. Human Services Board was held on Thursday, September 22, 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; Michael Paradis, Board Member; 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; John McCleese, Meadow Brook Director of Maintenance and Rhonda Groeneveld, Meadow Brook Administrative Assistant, acting Secretary for the Board.

Public Comment: None.

Meeting minutes of the Regular Meeting 8/25/16, motion to approve and accept as presented by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Maureen Clore, DHHS Director, presented the Board with updates on: 1. Expenditures - \$1,232.03 for Board Salaries. 2. Shared Family Care update – Catholic Human Services will be the fiduciary for the program and will make stipend payments to the participating foster parents. This has not taken place as of yet. 3. 4 Adoptions taking place this month. Only 16 children is Foster Care after adoptions are finalized. 4. Thank you to everyone that participated in the Foster Parent Appreciation Picnic. 5. Received 2017 Draft Budget. 6. Trauma Informed Practice with Dr. Mark A. Sloane, DO now available in our community. 7. State Wide Directors Meeting in October.

Motion to approve August Financials as presented with expenditures of \$1,232.03 for Board Salaries made by Michael Paradis, seconded by Rick Teague, all yeas, motion carried.

Marna Robertson, Meadow Brook Administrator reported to the Board with updates on: 1. Meadow Brook Foundation – Fund Raising Awareness – Spoke at Lions Meeting on 9/9/16; Reached out to Dockside to see if they would be willing to donate partial proceeds of sales at the Restaurant; Reached out to Short's for the same; Contact Family Fare Corporation and Mancelona Store Representative Jan Donaldson. Marna is going to check on the Spartan Nash website for Grant opportunities. We are however going to start collecting Family Fare receipts. For every \$150,000 in receipts they will donate a \$1,000.00. 2. Outpatient Therapy – Consultant Mark McDavid was here for our “Mock Survey” on 9/14/16 and 9/15/16. 3. Cheryl and I attended Joint Provider Training on 9/19/16 and 9/20/16. 4. State Surveyor here on 9/1/16 to review our PoC. All cleared and we are back in compliance. 5. State Surveyor here to review FRI on 9/7/16. All cleared, no deficient practice. 6. Training Webinar from Antrim Lodge staff with Concept Rehab to review MDS Coding in the ADL sections. 7. Working with nursing staff to make sure we are ready for new MDS Assessment “GG” section that pertains to short term rehab patients. This will be effective October 1, 2016. 8. Hospice Concerns – I will be sending all the Hospice's a letter in the near future regarding Admission Expectations! 9. As of today we have a waitlist for our long term beds. 10. Letter from Munson stating they are going to a web based referral system - Care Finder- Pro and Ensocare. 11. QAPI Meeting – met yesterday. Need to update Abuse Policy Manual with new electronic media regulations. Focusing on Falls. 12. Engineering Update – David will report on updates.

John McCleese, Meadow Brook Director of Maintenance with updates on: 1. Lead and Copper Results – Our DEQ representative was here last week to do our semi-annual review and stated that we did all the right things in regards to the decision to replace all faucets, we will have to take lead and copper samples every six months for a couple of years. 2. Flooding Issues – We have had no further flooding issues through our shop wall after having cement poured over the area of concern. F & Z Electrical sealed that conduit from ATS #3 panel to the panel in our shop and we have not had any leaks since. Matt's Underground completed the work on the back side of Orchard Hill House. Some additional work was needed on the back side of Cedar River as well. I asked Matt to handle this while he was onsite vs. getting a quote and coming back (the cost should be under \$5,000.00). 3. Fire Marshall Update – We hired Dave Bordeau to work as an independent contractor to help with fire caulking. 4. Well Pump Issues – We have been experiencing significant water

hammer and have narrowed it down to be the check valves at the pump that have failed. We are trying to schedule a well driller for next week to pull the pump and replace the check valves. We will be on city water for a few days so I will take advantage of the down time and inspect / replace the check valve by the meter as well. Do not have cost estimates at this time. 5. Barn Roof Update – Buck’s Roofing has started on the roof replacement. 6. Staffing Update – Cecil Fernandez is on Medical Leave due to a massive infection in the area of his foot surgery.

Cheryl Patton, Meadow Brook Director of Nursing reported to the Board with updates on: 1. Update on Falls – Was meeting weekly and have now moved it to Monthly; Falls Brochure Awareness in the Front Lobby; Focus on Education of Staff; took some specific action to each household; monitoring staff break times. 2. Next Nurse Aide Class is October 24, 2016. 3. MDS Changes coming October 1, 2016. 4. QI Improvement Project – Re-hospitalisation rate is at 3%. 5. Training for Nurses for Diabetic Insulin as a result of two significant medication errors with insulin. 6. Antibiotic Stewardship Program. 7. Wound Care Certification – Jen Held, RN, CCC passed her Wound Ostomy Care Nurse. Meadow Brook now has two WOCN nurses on staff.

Convene for break at 10:02 a.m.

Reconvene from break at 10:07 a.m.

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

1. Census: July 90.3% vs. June 92.0% YTD 91.1% and Budgeted at 94%.
2. Net Loss/Gain for July (\$31,339.00) vs. June \$384,459.00 YTD 2016 (\$262.00).
3. Cost Per Patient Day for July \$373.87 vs. June \$377.61 YTD 2016: \$368.82.
4. Accounts Receivables Balance: July \$1,716,642.00 vs. June \$1,629,133.00 (43 days).
5. Private Pay Past Due Accounts: July \$218,569.44 vs. June \$219,310.31.
6. Restricted Funds Balances: July \$845,686.97 vs. June \$845,548.01.
7. Depreciation Fund Balances: July \$214,014.97 vs. June \$112,924.91.
8. General Cash Balance: July \$1,617,202.17 vs. June \$1,815,468.71.
9. Contingency Fund Balance: July \$1,493,775.29 vs. June \$1,493,371.23.
10. Meadow View Apartments Report: July \$5,016.81 vs. June \$6,451.16 with Occupancy at 94% YTD \$31,010.06
11. Waiting on the Insurance Rates for 2017 for Union Negotiations in October.
12. Signed the Agreement with A&E HVAC – anticipated to be onsite for a day visit coming up in October.
13. Leisure Living – A Michigan based Assisted Living Company looking to open in Bellaire.

Motion to approve the July Financial Report made by Fred Harris, seconded Rick Teague, 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 10:49 a.m. by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board