

1/22/15

The January 2015 Regular meeting of the Meadow Brook Governing Board/Antrim Co. Human Services Board was held on Thursday, January 22, 2015 at Meadow Brook Medical Care Facility. Fred Harris, Chairman called the meeting to order at 9:00 a.m. Those present were Rick Teague, Vice Chairman; Fred Harris, Chairman; Mike Ballard, Member; Robert Wilson, County Commissioner Liaison; Marna Robertson, Meadow Brook Administrator; David Schulz, Meadow Brook Director of Administrative Services; Cheryl Patton, Meadow Brook Director of Nursing; John McCleese, Meadow Brook Director of Maintenance; Ben McGuire, Meadow Brook Systems Administrator; Pat Simmons, Antrim County DHS Board Secretary and Rhonda Groeneveld, Meadow Administrative Assistant, acting Secretary for Antrim County Human Services Board.

Guests Present: Rob Gustafson, Hooker | DeJong; Lee Whipple; April Kirk, Social Worker Intern; Brad Kranig, Christman Construction and Adele Steele, Meadow Brook Resident.

Public Comment: Lee Whipple.

Meeting minutes of the Regular Meeting 12/10/14, motion to approve and accept by Rick Teague, seconded by Michael Ballard, all yeas, motion carried.

Meeting minutes of the Executive Session Board Meeting 12/10/14, motion to approve and accept by Rick Teague, seconded by Mike Ballard, all yeas, motion carried.

Rob Gustafson, Hooker | DeJong gave updates to the Board on the ongoing heating issues. The heating / ventilation system is still not functioning properly. After lengthy discussion the Board asked that John McCleese, Brad Kroenig and Rob Gustafson get together and bullet point all of the issues and pin point who the responsible party is for each one with a date set for solution.

John McCleese, Director of Maintenance reported to the Board with updates on:

1. Construction Update: I have had multiple discussions and emails with HDJ asking for action in resolving the following issues:

Heating / Cooling -

- Even when the Daiken units are working properly we receive constant complaints due to the Slave/Master t-stat configuration. We received several hundred complaints in our work order system in 1 year with just as many if not more verbal complaints compared to around 12-24 complaints per year prior to construction. Many of these complaints result in Maintenance staff confirming the unit is operating correctly, making adjustments that will affect the other rooms and generate several new complaints and ultimately creating a vicious circle with no resolve.
- The Daiken units cannot maintain acceptable temperatures during sub zero weather conditions.
 - After the Heat Recovery Units (HRU) failed to keep up during sub zero conditions last year HDJ proposed that we adjust the air intake giving them less cool air to have to heat and at any point they could not maintain 70 degrees they were supposed to shut down. This proposed solution did nothing to aid in maintaining temps on 1-13-15 when outside temps were at -21 degrees. **Note:** in the winter of 2014 Rob from HDJ asked that we shut down the HRU'S on the evening before sub zero temps were expected insisting that the Daiken units could keep up with the demand if

the HRU'S. Were not adding 60 degree air. We did this on multiple occasions and proved that it did not help maintain acceptable temperatures.

Water Heaters:

- The Navian on demand water heaters in the 3 story building has had issues since day 1 causing lack of hot water and significant water damage from leaks. I have another water heater rep scheduled to be here 1-23-15 to compare products and get a quote to replace them.
- Though we have not had any new leaks since the install of a different style of relief valve, I have repeatedly requested an onsite meeting with ABI mechanical, HDJ and a Navian rep to review drawings, discuss damages and determine the cause of the leaks. I have not received any response.

Sewer Backups:

- Due our low flow fixtures we are having almost daily calls for plugged toilets and have to snake sewer mains several times per month compared to maybe 1 plugged toilet per 1-2 months and snaking a main every 1-3 years prior to construction.
- I have asked that HDJ install flush valves at strategic points to allow a much heavier and frequent flow to flush the main.
- We receive a lot of sewer smell complaints due to p traps for the Daiken systems condensate lines that evaporate in the winter.

Building Management System:

- Despite repeat discussions about our desire to not have any proprietary controls and being reassured we would not. We learned that we have a fair amount of Johnson controls that are not the Non Proprietary version we specified. We will change them out as needed for repair.
- The system is not completed and has multiple issues to be addressed. Johnson has recently hired Temperature control inc. to complete the graphics.

2. Laundry Make Up Air / Lint Collection:

We had a fire suppression release in one of the dryers that prompted an investigation from our laundry equipment service company GNR Service. He found several concerns that may have contributed, there were no signs of an actual fire but there was reason to believe a spike in temperature was the cause. He found 2 major issues as follows:

- There is no makeup air to the dryers causing severe overheating and poor performance of the dryers. This concern was reported to HDJ when we first looked at the lint collection system and we did not receive any follow up other than they did not believe it was required.
- The dryers do not appear to have enough lift to push the lint across the roof through the duct. We are waiting for a response from PB Gast who designed the lint collection system.

3. Staffing Update:

In addition to constant complaint calls for the previously mentioned issues we have had an increase in

preventative maintenance and general maintenance as follows:

Painting: I currently have one staff assigned to paint 3 days a week and it is barely noticeable. Marna and I have discussed hiring contractors to do semiannual touch ups and found it to be difficult to get a quote and are concerned about using an hourly rate with a contractor. We feel it may be in our best interest to hire additional staff and have a full time painter on staff. (Even with a full time painter we may have to consider additional help at times)

Preventative Maintenance/Compliance:

I have 1 staff assigned to do P.M. / Compliance work that is often pulled from his duties to help with emergency calls. In the original construction design we designed our systems to be maintenance friendly to maintain our current staffing pattern. During the value engineering process many of the original designs were changed to high maintenance equipment resulting in a massive increase in our preventative maintenance duties as follows:

- Aside from all of the complaint issues each Daiken unit has 2 filters that need to be cleaned almost monthly. At 230 units this accounts for roughly 120 hr per month just on the Daiken systems alone.
- Additional P.M.'s include 7 new dryers, 14 new refrigerators, 7 new freezers, 7 ice makers, and countless Makeup Air/HRU'S that require monthly service and filter changes.
- We also have 7 locations to deliver oxygen and pick up Biohazard materials multiple times per day.
- The Navian water heaters require 4 hrs of P.M. per month
- Interior wooden fire and smoke compartment doors are in constant need of adjustment during our monthly inspections.
- Hand rail inspection time has increased not only due to increased square footage of the facility but the plastic handrails are in constant need of repair.
- Nightlight inspections have not only increased with the additional rooms, but the layout of the facility has added significant time to the task.

Additional Increased Maintenance Duties:

- We have had a significant increase in bulb replacements and fixture repairs.
- Snow removal has increased and become more time consuming due to the facility layout.
- Due to loss of floor space in our shop and scattered storage areas daily task are taking longer to complete.
- With the facilities layout, fire drills require more staff to observe all floors and need to be completed quarterly per shift.
- Fire alarm testing, sprinkler testing and fire extinguisher checks have doubled in time.

4. Village Waste Water Update:

Chris Thompson from the Village Waste Water Treatment Plant informed me that this month's reading showed a difference of 10,000 gals from what our water meter reads vs. 200,000 last month. He said that

he could live with that and we should just wait and see what happens as we head into spring before doing anymore investigative work.

5. Active Shooter Training:

We have 12 or more staff signed up for active shooter training in January and February.

Pat Simmons reported with updates to the Board 1. Computer System Update – presented article featuring “Computer problems plaguing child welfare system” 2. Financials - No expenditures for November and December. 3. Upcoming Merger of Department of Community Health and Department of Human Services. 4. Discussed topics from conference call.

Motion to approve the current DHS Budget made by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Marna Robertson, Meadow Brook Administrator reported to the Board with updates on: 1. We received official notification from the State to increase licensing of beds from 113-133. Census Development – Admissions, Billing and Clinical Team are working hard to increase census to meet our new bed availability. 2. Disaster Preparedness – LEPC Active Shooter Training on January 28th and February 25th. We will be sending a variety of staff to this training. Current policy will be reviewed and updated as warranted. 3. Meeting with Dave Eitland, Grand Traverse Pavilions to discuss new PACE program in Traverse City. This program will cover (7) seven Counties with Antrim being one of them. 4. Facility Building Systems – Ongoing Issues: a. Hot water heaters in the three story addition not working consistently or correctly. b. Chronic back up of toilet in Clinic / Main Street area causing major flooding in corridor. c. Still waiting for the Building Management System from Johnson Control. 5. Projects on the Horizon – a. Reviewing Union Contract for Full Contract Negotiations next year. B. Employee Handbook revisions. 6. MCMCFC Member Updates. 7. Record of Adoption – Maryland Department of Health and Mental Hygiene Diet Manual Policy and Procedures.

Cheryl Patton, Meadow Brook Director of Nursing gave updates to Board on 1. December we had a Upper Respiratory and Influenza A outbreak – Meadow Brook did a great job keeping our outbreak to a minimum. 2. Continue to work on skills building for Universal Workers and Household Assistants. 3. Still waiting to hear from the State if we are approved to hold our own CNA Class.

David Schulz, Meadow Brook Administrative Services, reviewed with the Board the October 2014 Financial Reports:

1. Census: October 94.8% vs. September 96.5% YTD 93.2% and Budgeted at 96%.
2. Net Loss/Gain for October (\$170,993.00) vs. September (\$172,982.00) YTD 2014 (\$952,937.00).
3. Cost Per Patient Day for October \$398.41 vs. September \$383.53 YTD 2014: \$362.35.
4. Accounts Receivables Balance: October \$1,461,369.00 vs. September \$1,431,273.00 (40 days).
5. Private Pay Past Due Accounts: October \$275,668.55 vs. September \$256,569.88.
6. Restricted Funds Balances: October \$839,919.54 vs. September \$839,779.09.
7. Depreciation Fund Balances: October \$548,149.90 vs. September \$672,289.49.
8. General Cash Balance: October \$1,215,454.30 vs. September \$976,459.93.
9. Contingency Fund Balance: October \$1,579,772.78 vs. September \$1,899,924.24.
10. Meadow View Apartments Report: October \$4,788.38 vs. September \$4,327.15 with Occupancy at 71% YTD \$31,495.92.

David Schulz continued with reviewing with the Board the November 2014 Financial Reports:

1. Census: November 94.2% vs. October 94.8% YTD 93.3% and Budgeted at 96%.
2. Net Loss/Gain for November (\$242,605.00) vs. October (\$170,993.00) YTD 2014 (\$1,195,542.00).
3. Cost Per Patient Day for November \$388.86 vs. October \$398.41 YTD 2014: \$364.75.
4. Accounts Receivables Balance: November \$1,573,205.00 vs. October \$1,461,369.00 (44 days).
5. Private Pay Past Due Accounts: November \$250,150.53 vs. October \$275,668.55.
6. Restricted Funds Balances: November \$840,053.95 vs. October \$839,919.54.
7. Depreciation Fund Balances: November \$482,834.35 vs. October \$548,149.90.
8. General Cash Balance: November \$834,013.94 vs. October \$1,215,454.30.
9. Contingency Fund Balance: November \$1,488,216.13 vs. October \$1,579,772.78.
10. Meadow View Apartments Report: November \$3,324.75 vs. October \$4,788.38 with Occupancy at 76% YTD \$34,820.67.

Motion to reorganize the Board made by Fred Harris. Rick Teague motioned to nominate Fred Harris to continue as Chairman, seconded by Michael Ballard, all yeas, motion carried. Michael Ballard, motioned to nominate Rick Teague to continue as Vice Chairman, seconded by 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 12:10 p.m. by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Fred Harris, Chair

Patricia Simmons, Secretary to the Board