

1/26/17

The January 2017 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, January 26, 2017 at Meadow Brook Medical Care Facility. Fred Harris, Chairman, called the meeting to order at 9:03 a.m. Those present were Fred Harris, Chairman, Rick Teague, Vice Chairman; Mike Paradis, Member; Maureen Clore, Antrim County DHHS Director; Melissa Zelenak, Antrim County Commissioner Liaison; Marna, Robertson, Meadow Brook Administrator, David Schulz, Meadow Brook Director of Administrative Services; Ben McGuire, Meadow Brook Systems Administrator; Cheryl Patton, Meadow Brook Director of Nursing; Kristina School, Meadow Brook Corporate Compliance Officer and John McCleese, Meadow Brook Director of Maintenance.

Public Comment: None.

Guests: Thomas Kingshott and Steve Hamstruck from Progressive AE

Meeting minutes of the Regular Meeting 12/08/16, 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 - \$1,845.89 for December for Board Salaries, ACCAN-Luv Pacs and Foster Parent Christmas Program. 2. MDHHS Children's Services Agency Top 2016 Accomplishments 3. Completed Annual Licensing Review – only received one citation in the County. 4. Fully staffed in Child Welfare in Antrim County. Currently down 1 worker in Assistance Payments. 5. Lunch and Learns Quarterly with staff. Invited the Board to meet the workers and speak about your role on the Board. 6. Reorganizing of staff at the Lansing level. 7. Centralized Intake – End of Year Report 244,843 call in 2016. 8. RAP – 97.7% Compliance for case load for 2016. 8. The carryover funds currently in the Social Welfare Fund (SWF) will be returned to the County. Per the MOU between the State and County, any unexpended County funds will be returned to the County at the end of the fiscal year. MDHHS accounting is the in process of finalizing the amount owed the County as there were donated funds specific to the Department deposited into the SWF by mistake in 2014. The County has again committed \$15,000.00 to the SWF and Ms. Clore will be requesting a first installment of that allocation this month.

Motion to approve the December Financials as presented with expenditures of \$1,845.89 for Board Salaries, ACCAN-Luv Pacs and Foster Parent Christmas Program made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Thomas Kingshott and Steve Hamstruck presented to the Board results of their analysis on the roof top heat exchanges. It was recommended to add electrical heaters at intake. Also investigated potential for window replacements, Daikin system third party information search identified significant decrease of performance in temps lower than -5, this determination was made two years after renovation project started. Recommendation was made to look at shroud for Daiken systems. Progressive AE to forward in depth report to the Board.

Convene for break at 10:42 a.m.

Reconvene from break at 10:50 a.m.

John McCleese, Meadow Brook Director of Maintenance with updates on: 1. Fire Marshall Update – We received our reinspection on 1-17-17 and passed! 2. Water Issues – We experienced a loss I pressure on December 13<sup>th</sup> that resulted in issuing a boil water notice and having water brought into the facility for a few days. The pressure loss was due to a faulty wire connection. The problem was fixed and the boil water notice was lifted after two samples were negative for coliform / ecoli bacteria. Shortly after the repair we experienced the same water hammer issue that led to the pitiless adapter replacement. We installed a new check valve at the well and have not had any further issues with the water hammer. We are in the process of installing a flow based chemical feed pump to the city water supply that will allow us to chlorinate at times that we are on the city back up. Barn Roof project is complete. 3. Heating Issues – The Daiken Unit on Main

Street has been repaired and so far we have not had any other failures. 4. Sewer Back Up Issues – We purchased the sewer camera and are going to schedule some known problem areas to be televised soon. 5. Fire and Safety Issues – Northern Fire and Safety will be here today to separate MVA Community Room alarm equipment from the Meadow Brook panel and add some pull station in Meadow Brook. 6. Laundry and Water Heater – One of the three water heaters in Laundry has a bad heat exchanger and needs to be replaced. We received a quote for \$17,440.00 from Temperature Control Inc., and would like to ask the Board to approve. **Note:** Though Laundry can operate on two water heaters if one of the two remaining fail, they will not be able to operate as usual. John will budget for the replacement of the remaining 2006 water heater for 2018.

Motion made to move \$17,500.00 from the Capital Appropriations budget to add the water heater replacement project and reduce the Courtyard Renovation Project by that same amount made by Fred Harris, seconded by Mike Paradis, all yeas, motion carried.

Motion to approve the purchase of Lochinvar Water Heater from Temperature Control Inc., in the amount of \$17, 440.00 made by Fred Harris, seconded Mike Paradis, all yeas, motion carried.

Kristina School, Meadow Brook Corporate Compliance Office provided quarterly update to the Board on 1. HIPAA Investigations for 2017 we are at 0. For 2016 we had 6 investigations. 2. Complete Chart Audits monthly with the Medical Director, Lindsay Best and we are 100% compliant. 3. Continue to provide HIPPA Education to staff in the weekly Messenger. 4. Maintain Business Associate Agreements and Business Contracts – making sure licenses and liability insurance is up to date and current. 5. Print monthly current resident face sheets and keep in our emergency tote in the event of an disaster. 6. Keeping emergency totes in each resident room current and up to date.

Marna Robertson, Meadow Brook Administrator reported to the Board with updates on: 1. Mega Rules 2016-2019 - Many changes to the current Federal tags. Phased in through 3 years. Department Head team currently working on updating policies, practices and overall compliance with new requirements. 2. Licensure Survey - Unannounced survey on 12/7/16. First one will happen every three years. New approach from Michigan separating the Licensure /Certification surveys where as in the past they were combined surveys. Plan of correction sent in and accepted. Awaiting compliance letter from the State.

a. Minor citations-

- i. Did not have map of households with their paths of egress posted
- ii. Physician did not sign telephone orders within 48 hours
- iii. Physician did not see resident at least every 60 days
- iv. Resident Rights did not contain resident has the right to have alternative care practitioner (i.e. shamans, guru's etc)

3. Outpatient Therapy - Spaces and fire systems ready! We are waiting approval from submitted 805A form from WPS the fiscal intermediary. We should be hearing soon then on to mock survey. 4. Website Development - In progress met with the developer to go over “mapping” layout of the initial look of the webpage. 5. Workmen’s Compensation – Met with our agent for annual review and premium rates. Reduction of \$22,608 for this year. Our experience mod went down from .56 to .48 excellent in any industry standard! 6. Disaster Preparedness - Updated Disaster plan. Departments Heads to receive training on how to conduct Fire Drills and Severe Weather, targeting 3-11 staff. 7. Service Awards – 2016 Employee Service Awards January 20, 2017. 8. CMS 5 Star - CMS is now accepting our staffing reports which put us in the 5 star category. 9. Human Resources - Looking at how to relate and engage the millennial workforce. Reviewing housekeeping components of the UW job descriptions.

Cheryl Patton, Meadow Brook Director of Nursing reported to the Board with updates on: 1. Cleared two facility reported incidents for falls and received no citations. 2. Working on updated Tuberculosis Control Plan and policy revision,

expected implementation 2/1/17. 3. Facility has purchased the Skin and Wound Module for our Electronic Medical Record, expected implementation 1/18/17. We have the equipment in house, awaiting training (scheduled) from Point Click Care. Goal: Improved documentation of skin and wound issues. 4. Focused In-house training for a specific infection control issue. 5. Nurse Aide Training Course – class started 1/9/17 with 5 students. 6. New part-time irregular LPN / Charge Nurse hired for midnights / afternoons. 7. Working on implementing the Mega Rule.

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

1. Census: October 94.2% vs. September 90.5% YTD 91.2% and Budgeted at 94%.
2. Net Loss/Gain for October \$107,253.00 vs. September \$25,525.00 YTD 2016 \$1,427,199.00.
3. Cost Per Patient Day for October \$366.96 vs. September \$370.64 YTD 2016: \$366.97.
4. Accounts Receivables Balance: October \$1,587,053.00 vs. September \$1,392,159.00 (36 days).
5. Private Pay Past Due Accounts: October \$235,217.57 vs. September \$247,009.52.
6. Restricted Funds Balances: October \$846,099.50 vs. September \$845,960.47.
7. Depreciation Fund Balances: October \$123,499.61 vs. September \$123,478.63.
8. General Cash Balance: October \$2,924,434.71 vs. September \$2,933,482.18.
9. Contingency Fund Balance: October \$1,494,743.45 vs. September \$1,494,410.87.
10. Meadow View Apartments Report: October (\$9,110.40) vs. September \$13,532.97 with Occupancy at 71% YTD \$17,274.95

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

1. Census: November 89.8% vs. October 94.2% YTD 90.62% and Budgeted at 94%.
2. Net Loss/Gain for November \$12,515 vs. October \$107,253.00 YTD 2016 \$1,439,714.00.
3. Cost Per Patient Day for November \$363.23 vs. October \$366.96 YTD 2016: \$368.54.
4. Accounts Receivables Balance: November \$1,262,240.00 vs. October \$1,587,053.00 (31 days).
5. Private Pay Past Due Accounts: November \$202,362.01 vs. October \$235,217.57.
6. Restricted Funds Balances: November \$846,234.07 vs. October \$846,099.50.
7. Depreciation Fund Balances: November \$123,519.91 vs. October \$123,499.61.
8. General Cash Balance: November \$3,210,729.89 vs. October \$2,924,434.71.
9. Contingency Fund Balance: November \$1,495,134.67 vs. October \$1,494,743.45.
10. Meadow View Apartments Report: November \$4,944.13 vs. October (\$9,110.40) with Occupancy at 71% YTD \$22,219.08
11. Defined Contribution Plan for all new hires is now in place.

Motion to add the pitiless adapter replace to the 2016 Capital Appropriate Budget and reduce the Courtyard Renovation Project in the amount of \$11,000.00 made by Mike Paradis, seconded by Fred Harris, all yeas, motion carried.

Fred Harris discussed the evaluation for Maureen Clore that Fred submitted on behalf of the Board. Very happy with Maureen's performance.

Motion to approve the October and November Financial Reports made by Mike Paradis, seconded Fred Harris, all yeas, motion carried.

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 Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Motion to reorganize the Board made by Fred Harris. Mike Paradis motioned to nominate Fred Harris to continue as Chairman, seconded by Rick Teague, all yeas, motion carried. Fred Harris, motioned to nominate Rick Teague to

continue as Vice Chairman, seconded by Mike Paradis, all yeas, motion carried.

Motion to adjourn at 12:33 p.m. by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Motion to adjourn at 12:33 p.m. a.m. by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

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Fred Harris, Chair

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Maureen Clore, Secretary to the Board