

10/27/16

The October 2016 Regular meeting of the Meadow Brook Governing Board/Antrim Co. Human Services Board was held on Thursday, October 27, 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, Board Member; Robert Wilson, Liaison Antrim County Commissioner; Jen Duch, Antrim County DHS Program Manager; 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 9/22/16, motion to approve and accept as presented by Rick Teague, seconded by Mike Paradis, all yeas, motion carried.

Meeting minutes of the Special Board Meeting 10/06/16, motion to approve and accept as presented by Rick Teague, seconded by Mike Paradis, all yeas, motion carried.

Motion made to amend meeting agenda to include Jim Horman and Tom Kingshott, Progressive A & E made by Rick Teague, seconded by Mike Paradis, all yeas, motion carried.

Jen Duch, DHHS Program Manager, presented the Board with updates on: 1. Expenditures - \$ 0.00 for September. 2. Foster Family Mentor Program is on hold for now. Maureen will provide update on status next month.

Marna Robertson, Meadow Brook Administrator reported to the Board with updates on: 1. Union Negotiations – Passed wage increase of .40 for all Union represented employees and 2% for all Non Union represented employees. Defined Contribution agreement also passed. 12-hours shifts for Universal Workers was denied. 2. Progressive A & E was here to do a tour. 3. David and Marna will be attending Fall Financial Conference November 3<sup>rd</sup> and 4<sup>th</sup>. 4. Marna and Cheryl attended ACHA Nashville Conference on Assisted Living – step back 20 years, great information was received. 5. Policies Developed – Disaster Committee: Elopement; Shooter Drill; MVA / Fire Door; Abuse Policy Update on Camera / Video. 6. Nurse Aide Registry Change – Lapse status – now do not have to retake the class ☺ 7. 5 Star RN / Staffing why no stars. Called CMS outlier being kicked out and told call Licensing Officer. 8. Halloween Monday – Residents bagging candy yesterday. Made \$600.00 from the Potato / Chili Bar / Bake Sale for candy donations. 9. Payroll Based Journaling (PBJ) – Rocking and rolling! 10. Outpatient – Moving along. Fire stuff to get put in and then we are off! 11. CMS 30 Day Discharge – follow up – Looking at QAPI.

John McCleese, Meadow Brook Director of Maintenance with updates on: 1. Fire Marshall Update: I think we are on track for completion by 12-31-16. 2. Well Pump Issues: After pulling the well pump we discovered that the adapter was leaking allowing water to drain from the pipe back to the well. Estimated repair cost is around \$16,000.00. The adapter is expected to arrive in two weeks. 3. Water System Updates: While on the city water supply when the well pump was pulled we had a lot of hard water complaints. I received a quote from Temperature Control to pipe the city water supply to the water softener. The estimate was for \$4,438.00. This is planned to be completed in 2017. We also discovered a section of the line hooking us to the city supply that no longer has continuous flow and has been sitting stagnant. We are having a timed solenoid valve installed to blow down daily to eliminate the stagnant water issue. 4. Meadow Brook / Meadow View Separation Wall: While reviewing drawings I discovered that the 2 hour separation wall between Meadow Brook and Meadow View is shown to be at the MVA Corridor on 1 drawing and at the nursing store room wall at Meadow Brook in another drawing that HDJ provided. HDJ stated the change was made during construction and the drawings were not updated to reflect this change. The fire alarm and sprinkler system extend in to the MVA Community room due to Northern Fire and Safety and John E Green using the original drawing with the 2 hour wall being at MVA corridor. As a result we have alarm and sprinkler equipment shared from the Meadow Brook system, this means Meadow View is under the Fire Marshalls jurisdiction meaning he can force the same code requirements on MVA as he does in

Meadow Brook. I have HDJ working with Northern Fire and Safety and John E Green to separate the two systems.

Cheryl Patton, Meadow Brook Director of Nursing reported to the Board with updates on: 1. Antibiotic Stewardship. 2. Working with Social Services on Behavior Tracking. 3. New CNA class started 10/24/16. 4. D.O.N. Conference – all around CNA / Nursing shortage.

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

1. Census: August 89.3% vs. July 90.3% YTD 90.9% and Budgeted at 94%.
2. Net Loss/Gain for August \$1,294,678.00 vs. July (\$31,339.00) YTD 2016 1,294,422.00.
3. Cost Per Patient Day for August \$350.34 vs. July \$373.87 YTD 2016: \$366.52.
4. Accounts Receivables Balance: August \$1,502,672.00 vs. July \$1,716,642.00 (37 days).
5. Private Pay Past Due Accounts: August \$229,312.02 vs. July \$218,569.44.
6. Restricted Funds Balances: August \$845,825.95 vs. July \$845,686.97.
7. Depreciation Fund Balances: August \$214,051.22 vs. July \$214,014.97.
8. General Cash Balance: August \$2,716,078.95 vs. July \$1,617,202.17.
9. Contingency Fund Balance: August \$1,494,142.14 vs. July \$1,493,775.29.
10. Meadow View Apartments Report: August \$8,908.26 vs. July \$5,016.81 with Occupancy at 91% YTD \$39,918.32
11. MVA Pet Policy – discussed and concluded that at this time will keep the Pet Policy as is. Marna Robertson recommended Allison Fales, Meadow View Apartment Manager query tenants about pet visits and / or volunteering at the Antrim County Animal Shelter across the street.
12. MERS Defined Contribution
13. Resolution #3 of 2016 Private Pay Rate

Motion to approve the August Financial Report made by Fred Harris, seconded Rick Teague, all yeas, motion carried.

Motion to approve the revised 2017 Budget to reflect approved union represented wage increase of \$ .40 per hour made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Motion to approve Resolution adopting the MERS Defined Contribution Plan in accordance with Plan Section 4 for its eligible employees as described in the MERS Defined Contribution Adoption Agreement made by Fred Harris, seconded by Mike Paradis, all yeas, motion carried.

Motion to authorize the daily Private Pay Rate to remain at \$315.00 effective January 1, 2017 made by Fred Harris, seconded Mike Paradis, 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 Mike Paradis, all yeas, motion carried.

Motion to adjourn at 11:45 a.m. by Fred Harris, seconded by Mike Paradis, all yeas, motion carried.

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Fred Harris, Chair

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Maureen Clore, Secretary to the Board