

11/17/16

The November 2016 Regular meeting of the Meadow Brook Governing Board/Antrim Co. Human Services Board was held on Thursday, November 17, 2016 at Meadow Brook Medical Care Facility. Fred Harris, Chairman, called the meeting to order at 9:04 a.m. Those present were Fred Harris, Chairman, Rick Teague, Vice Chairman; Robert Wilson, Liaison Antrim County Commissioner; Maureen Clore, Antrim County DHHS Director; Marna, Robertson, Meadow Brook Administrator, David Schulz, Meadow Brook Director of Administrative Services; Ben McGuire, Meadow Brook Systems Administrator; and Rhonda Groeneveld, Meadow Brook Administrative Assistant, acting Secretary for the Board.

Public Comment: None.

Meeting minutes of the Regular Meeting 10/27/16, 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 - \$ 0.00 for October. 2. Staffing is settled. 3. Family Christmas Donation – Requesting \$1,000.00 to put towards the purchase of gifts for the program. 4. Shared Family Care Donated Funds. 5. Offering Heat assistance even with mild weather. 6. Foster Care Christmas Party is December 4<sup>th</sup>.

Motion made to move the appropriated Shared Family Care balance of \$8,000.00 from the Social Welfare Funds account to the Donated Funds Account made by Rick Teague, seconded by Fred Harris, all yeas, motion carried. This will allow using these funds in 2017.

Motion made to donate \$1,000.00 to the Foster Family Christmas Program 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. Finalization of the Long Term Care Regulations – in the process of going through them and making sure our Policies are in compliance. 2. David and Marna met with Judy Stillwell for our Marketing. She is in the process of updating our website. 3. CMS and 5 Star Rating – regarding Nurse Staffing. They will be back in the office November 28<sup>th</sup>. Reviewed our Staffing Pattern on the 671. 4. Outpatient Therapy – Still waiting on the finalization of the paperwork. Northern Fire & Safety is here to finish up a few things in the new treatment area. 5. Skin and Wounds Module on PCC – has been updated and watched a demo on it. Have moved forward with purchasing this module. 6. Staff Smoking incident in parking lot. Have moved forward with disciplinary action. 7. Garbage Disposal – sent out additional reminders to staff to not put food in the garbage disposals which is causing drains to clog. 8. Sleeping – Sent out a reminder for staff to not be sleeping in the lobby.

Convene for quick break at 9:35 a.m.

Reconvene from break at 9:40 a.m.

John McCleese, Meadow Brook Director of Maintenance with updates on: 1. Fire Marshall Update – We are having some issues with the kitchen ceilings in the households slowing us down. They seem to be lacking the support needed to hold them up evenly. We will attempt to reinforce them before calling an outside contractor to assist. 2. Well Pump Issues – The pitiless adapter was replaced on November 1<sup>st</sup>, and we have had no further water hammer issues. I have not received the final invoice yet. 3. Meadow Brook / Meadow View Separation Wall – John E Green and Northern Fire and Safety are working with Eric Maring from HDJ to resolve the issues with the alarm and sprinkler systems being shared with Meadow View. 4. Barn Roof Update – There were some delays in getting started due to the special order of the metal followed by windy conditions but they were able to start the work on November 14, 2016.

David Schulz, Meadow Brook Administrative Services Director reviewed with the Board the September 2016 Financial

Reports:

1. Census: September 90.5% vs. August 89.3% YTD 90.9% and Budgeted at 94%.
2. Net Loss/Gain for September \$25, 525.00 VS. August \$1,294,678.00 YTD 2016 1,319,945.00.
3. Cost Per Patient Day for September \$370.64 vs. August \$350.34 YTD 2016: \$366.97.
4. Accounts Receivables Balance: September \$1,392,159.00 vs. August \$1,502,672.00 (34 days).
5. Private Pay Past Due Accounts: September \$247,009.52 vs. August \$229,312.02.
6. Restricted Funds Balances: September \$845,960.47 vs. August \$845,825.95.
7. Depreciation Fund Balances: September \$123,478.63 vs. August \$214,051.22.
8. General Cash Balance: September \$2,933,482.18 vs. August \$2,716,078.95.
9. Contingency Fund Balance: September \$1,494,410.87 vs. August \$1,494,142.14.
10. Meadow View Apartments Report: September \$13,532.97 vs. August \$8,908.26 with Occupancy at 89% YTD \$26,385.35
11. Capital Appropriation Budget 2017
12. Discussion on uncollectible funds Resolution #4 of 2016.

Motion to approve the 2017 Capital Appropriation Budget in the amount of \$259,200.00 made by Rick Teague, all yeas, motion carried.

Motion to approve and accept Resolution #4 of 2016 that all avenues for collection of the debts in the amount of \$83,293.87 has been exhausted and designated these funds as uncollectible and authorizes the facility to write off these debts (\$43,445.46) and adjustments in the amount of (\$39,848.41) for a grand total of \$83,293.87 from the accounts as of November 30, 2016 made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Motion to approve the September Financial Report made by Rick Teague, 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 adjourn at 10.33 a.m. by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

---

Fred Harris, Chair

---

Maureen Clore, Secretary to the Board