

12/17/15

The December 2015 Regular meeting of the Meadow Brook Governing Board/Antrim Co. Human Services Board was held on Thursday, December 17, 2015 at Meadow Brook Medical Care Facility. Fred Harris, Chairman, called the meeting to order at 9:05 a.m. Those present were Fred Harris, Chairman, Rick Teague, Vice Chairman; Mike Paradis, Member; 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 and Rhonda Groeneveld, Meadow Administrative Assistant, acting Secretary for Antrim County Human Services Board.

Public Comment: None.

Meeting minutes of the Regular Meeting 11/19/15, motion to approve and accept as corrected by Rick Teague, seconded by Mike Paradis, all yeas, motion carried.

Eldon McPherson, Public Works Committee presented to the Board issues on the purchase of a new sewer meter. Requesting that Meadow Brook pay \$4,500.00 towards the engineering costs for the new sewer meter.

Fred Harris, Chairman would like to defer the Sewer Meter request until the next Board meeting in January 2016.

Pat Simmons, DHS presented the Board with updates on: 1. Financials – No Expenditures for November. 2. Foster Care Christmas Party was a great success. 3. Shop with a Cop was held 12/16/15 was a wonderful event. 4. Licensing Evaluation – went very well, very few citations. 5. Offices may be moving. 6. Announced Pat's Retirement for the end of March 2016.

Motion to accept the November Financials made by Mike Paradis, seconded by Fred Harris, all yeas, motion carried.

Marna Robertson, Administrator presented to the Board with updates on: 1. Met with Hooker | DeJong, Pete Garwood and David Schulz regarding the request for reimbursement of heating system on 11/23/15. 2. **Terror Threat Drill** – First one on 12/04/15. Issues found – open paging system has dead zones, staff need training on how to open page, additions to policy – turn off the lights, close curtains, barricade doors, update Bomb Threat List to include Terror Threat and keep by telephones at all stations, add short distance walkie talkies and lots of good discussion and feedback from staff improvement. 3. **Point Click Care Training** – intense time for all, working through two systems for billing, admissions and nursing. Migration of med orders this month and year end for billing. 4. **Interviewing for open Payroll position** – Berni Snow, Lead Payroll Clerk will be retiring the end of January. Offered a position to Nancy Hersha. 5. Admissions, Billing, David and myself to meet with Andrea Deland, Clark Hill to inservice on our new Admission Contract on 12/11/15. 6. Received official notice that Mike Paradis appointed to two year term on the Board to expire 10/31/2017. 7. 2016 Board Meeting Calendar dates. 8. MCSSA Survey – Fred Harris did the survey on behalf of the Board.

Adjourn for break at 10:31 a.m.

Reconvene from break at 10:37 a.m.

Cheryl Patton, Director of Nursing reported to the Board with updates on: 1. Point Click Care Training. 2. Facility Reported Incident – State Surveyor came in yesterday. 3. Staffing for Nurses.

Marna Robertson, Administrator reported on behalf of John McCleese, Director of Maintenance present to the

Motion to adjourn at 11:28 p.m. by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Fred Harris, Chair

Patricia Simmons, Secretary to the Board