

2/23/17

The February 2017 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, February 23, 2017 at Meadow Brook Medical Care Facility. Fred Harris, Chairman, called the meeting to order at 9:09 a.m. Those present were Fred Harris, Chairman, Rick Teague, Vice Chairman; Mike Paradis, Member (via phone conference); 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; John McCleese, Meadow Brook Director of Maintenance and Rhonda Groeneveld, Meadow Brook Administrative Assistant, Acting Secretary for Antrim County Human Services Board.

Public Comment: None.

Meeting minutes of the Regular Meeting 1/26/17, motion to approve and accept as presented by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Maureen Clore, DHHS Director, presented the Board with updates on: 1. Expenditures – none for this month. 2. 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. Total amount returned to Antrim County \$27,420.69. 3. Bridges System – Strike Team Meetings has an upcoming meeting in April targeting LTC applications and how they are being processed timely, hoping for changes and enhancements in this system. 4. Fiscal Year 2018 Budget is underway. 5. Clothing allowance has increased from \$140.00 to \$200.00 per child. 6. Lunch and Learn scheduled for March 16, 2017. Board Members will be in attendance. 7. Contract for Job Coach position \$6,000.00 with Good Samaritan that will service Antrim and Charlevoix moms that experiencing significant barriers getting employment.

Motion to approve and accept Job Coach position contract with Good Samaritan in the amount of \$6,000.00 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. Cyber Security – Hot topic for 2017 and beyond. As part of our Disaster and Security preparedness I have Ben investigating training and conferences for I.T. to take part in. 2. CMS 5 Star Rating – Will present on the big screen. 3. Attending the MAC Legislative Conference 3/27-3/29/17. 5. Attending Northern Physician's Organization and Michigan Health Network on 2/15/17 as part of BCBS health incentives. Our goal is to become a partner and preferred provider for these ACO's etc. 6. Quality Assurance: Fire Safety and Fire Drill improvement. We have identified increased training needs on 3p-11p shift related to Fire Drill knowledge. This is largely in part to having many new staff on this shift. In March, we will be conducting increased training sessions for all staff over a period of 3 weeks in each of the households. 7. OnShift Staff Scheduler Training: Contacted by Bay Bluffs Administrator to train their new Staff Scheduler. She will be here 2/16 and 2/17 working with Scheduling Staff. Also contacted by new VA Hospital in Marquette for training as well. Still waiting to set those dates.

Marna Robertson, Meadow Brook Administrator present 5 star rating and demonstrated Nursing Home Compare website.

Convene for break at 10:20 a.m.

Reconvene from break at 10:25 a.m.

David Schulz, Meadow Brook Director of Administrative Services presented to the Board proposed Action Plan based on Progressive AE report.

1. Facility Envelope Area “C” upgrade windows:  
The Facility is proposing a project to replace the windows in the renovated portion of the complex that include: Main Street; Glacier Hill; Grass River; Cedar River and Jordan House.
3. Ventilation System Area “C” Option A: The Facility is proposing a project to add electrical defrost heaters to the heat recovery units (7 units) in the renovated portion of the complex that include: Main Street; Glacier Hill; Grass River; Cedar River and Jordan House.
4. Ventilation System Area “F” items A and B: For item ‘A’, the Facility is proposing a project to add pumped hot water heating defrost / pre-heat heaters to the heat recovery units in the newly constructed portion of the complex that include: Orchard Hill; Lakeshore Cottage and Antrim Household. For item ‘B’, the Facility is proposing the replacement of the existing belt drive supply fans in these units with direct drive units to eliminate drive system maintenance.
5. Heating and Cooling System, area “C” (Glacier Hill House only): The Facility is proposing a pilot project to fabricate and install an enclosure around the exterior condensing units to enhance the heating capacity of these units during peak cooling periods.
7. Building Management System: We suggest that the system be revised to provide open access for maintenance adjustments, and control device replacement.

Motion to approve request for an engineering firm to review the recommendations 3,4,5 and 7 to provide costs made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Motion made to move forward with the replacement of the windows for Main Street, Glacier Hill, Grass River, Cedar River and Jordan House known as existing facility for recommendation 1 made by Fred Harris, seconded by Mike Paradis, all yeas, motion carried.

John McCleese, Meadow Brook Director of Maintenance with updates on: 1. Fire and Safety Issues – Northern Fire and Safety separated the MVA alarm equipment from the Meadow Brook alarm system. I am still waiting to hear from John E. Green to separate the sprinkler system. 2. Disaster Preparations – I am working with our LEPC group to do a full scale mock evacuation. I will inform the Board when a date has been selected. 3. Building Management System – While doing work on one of our HRU’s (Heat Recovery Units) Pat Law of Temperature Control Inc., discovered that some of the information displayed on our screen was not accurate because there were no sensors installed to read the information. Information such as fan status will show the fan is on because it is supposed to be on, however if there was a mechanical failure to operate, we would not know by looking at the system. I have asked Pat to look at all equipment to see what all is missing and give quotes to make correction and to eliminate proprietary control components.

Cheryl Patton, Meadow Brook Director of Nursing with updates on: 1. Continuing to work on Mega Rule implementation. Developing a plan with the in-service coordinators for competency based training as required in the Mega Rule (to be fully implemented by November 2017). Planning for Phase II (Mega Rule is in three phases of implementation). 2. Training for implementation of the Skin and Wound Module in Point Click Care was completed the week of 2/10/2017. Nurses are using the Skin and Wound module in our electronic medical record to document resident skin / wound conditions. 3. Nurse Aide Class starting March 6, 2017 (hiring for 3p-11p). 4. Nurse Turnover – one 7p-7a nurse (filled position in house) and expecting one 7p-7a nurse separation in May / June 2017. Both nurses are leaving the area. 5. Balance Training Equipment Purchase – meeting with DON, Therapy and Dave Farrell from Rehab Equipment to review options 2/8/17. 6. Re-hospitalization Rate is currently at 3%.

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

1. Census: December 89.3% vs. November 89.8% YTD 90.5% and Budgeted at 94%.
2. Net Loss/Gain for December \$17,283.00 vs. November \$12,515.00 YTD 2016 \$1,457,000.00.

3. Cost Per Patient Day for December \$426.08 vs. November \$363.23 YTD 2016: \$373.34.
4. Accounts Receivables Balance: December \$1,414,015.00 vs. November \$1,262,240.00 (34 days).
5. Private Pay Past Due Accounts: December \$170,883.61 vs. November \$202,362.01.
6. Restricted Funds Balances: December \$843,856.75 vs. November \$846,234.07.
7. Depreciation Fund Balances: December \$31,298.95 vs. November \$123,519.91.
8. General Cash Balance: December \$3,527,838.75 vs. November \$3,210,729.89.
9. Contingency Fund Balance: December \$1,495,648.52 vs. November \$1,495,134.67.
10. Meadow View Apartments Report: December (\$16,909.27) vs. November \$4,944.13 with Occupancy at 76% YTD \$5,309.81

Motion to approved and authorize Resolution #1 of 2017 the transfer of \$250,000.00 from Meadow Brook Medical Care Facility Fund #512 (General Cash account) to Meadow Brook Funded Depreciation #780 (Funded Depreciation account) effective February 24, 2017 for approved 2017 Capital Appropriations projects made by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Motion to approve the December Financial Reports 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 11:57 a.m. by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Motion to adjourn at 11:57 a.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