

2/26/15

The February 2015 Regular meeting of the Meadow Brook Governing Board/Antrim Co. Human Services Board was held on Thursday, February 26, 2015 at Meadow Brook Medical Care Facility. Fred Harris, Chairman called the meeting to order at 9:08 a.m. Those present were Rick Teague, Vice Chairman; Fred Harris, Chairman; Patricia Simmons, Antrim County DHS Board Secretary; Marna Robertson, Meadow Brook Administrator; David Schulz, Meadow Brook Director of Administrative Services; Cheryl Patton, Meadow Brook Director of Nursing; John McCleese, Meadow Brook Director of Maintenance; Angie Rainey, Meadow Brook Director of Housekeeping and Laundry; Anne Walsh, Meadow Brook Director of Dietary Services; Ben McGuire, Meadow Brook Systems Administrator; and Rhonda Groeneveld, Meadow Administrative Assistant, acting Secretary for Antrim County Human Services Board.

Guests Present: Rob Gustafson, Hooker | DeJong; Terry, Social Worker Intern; Brad Kranig, Christman Construction.

Public Comment: None.

Meeting minutes of the Regular Meeting 1/22/15, motion to approve and accept by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Rob Gustafson, Hooker | DeJong gave updates to the Board on the ongoing heating issues. The heating / ventilation system is still not functioning properly. John McCleese, Brad Kroenig and Rob Gustafson get together and bullet point all of the issues and pin point who the responsible party is for each one with a date set for solution.

John McCleese, Director of Maintenance reported to the Board with updates on:

1. Construction Update: Rob Gustafson reported.
2. Heating / Cooling -
 - We continue to have multiple heating issues with Daiken units tripping out and HRU's unable to keep up with temps. Maintenance staff were onsite 24 hours a day for several days to reset systems as they tripped.
 - We had to evacuate the Jordan House and replace a compressor; we continue to have issues despite repairs and have not moved back in. We are waiting to hear from Daiken.
 - Glacier Hill has a section that appears to have the same issue as Jordan House and is currently in emergency heat mode.
 - The HRU for the three story building was down for several days for repairs.
 - Rented a portable diesel heater on a trailer to have onsite just in case.
3. Radiant Heat Panels / Supplemental Heat:
 - I believe we should install 2 radiant panels in one of the end rooms as a test to see if it will provide enough heat prior to moving forward.
 - I have asked several contractors to meet with me to review the bulletin issued by Hooker DeJong

and see if they have any other ideas or concerns.

- I have asked Hooker DeJong to look into using the existing boilers to provide additional heat and look at possibly adding boilers to other areas if needed.

4. Pond Update:

- Met with Heidi from the Conservation District, Eldon McPherson from the Bellaire Conservation Club and Matt from Matt's Underground Utilities last month to discuss upgrades to the pond. We discussed ways to make the banks less steep and more usable for the kids. Heidi drew up a plan and one of Matt's employees donated \$1,000.00 to start. The Bellaire Conservation Club had concerns regarding Heidi's design. I will present the plans to the Board when we have a final plan.

5. Staffing Update:

- I would like to ask the Board to approve (1) additional full-time maintenance position.

Pat Simmons reported with updates to the Board 1. Financials - No expenditures for January. 2. Foster Child Dental Request 3. Expert Witness Fee 4. Contract Approvals 4. Staffing 5. Merger 6. Substance Abuse Statistics by County 7. Office Updates

Motion to approve the current DHS Budget made by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Motion to approve payment of Foster Child Dental Request in the amount of \$220.00 made by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Motion to approve the payment for Expert Witness Fee in the amount of \$1,000.00 made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Motion to approve Contract Agreement FP15-05003 for one year \$10,000.00 made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Motion to approve Contract Agreement COUN15-various for 4/1/15-3/31/18 – 3 year agreements; 2 1 years options to extend to 3/31/20 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. Facility Building Systems Update. 2. Bird Feeder update. 3. Disaster Planning – Ongoing planning. Updating the Disaster Manual to reflect changes with new building. Fire Drill Review – evacuation procedures, staff education a major focus this quarter. Active Shooter Training – Maintenance and Nursing Staff attending in January and February sessions. 4. Compliance – Therapy audit update – Kris has been tracking down long terms care therapy auditors. We had a conference call with Nancy Beckley and Associates on 2/9/15 and are awaiting their proposal. Kris contacted Lyle Townsend, Plante Moran but he will be delayed by several weeks due to conflict in business schedule. 5. Community Circles – started in households facilitated by Social Workers. 6. Staff Scheduler – notice given, position open as of 2/20/15. 7. Microphones and sound system upgraded in the Meguzee Hall. 8. We are in our survey window and preparing! 9. Years of Service – Department Heads. 10. Still at a 5 star rating. CMS is making changes to how the 5 star rating is determined.

The Board would like to recognize years of service for Cheryl Patton 24 years; Angela Rainey 31 years; Anne Walsh 25 years. Thank you for your dedication.

Moved to break at 10:10 a.m.

Reconvened from break at 10:16 a.m.

Cheryl Patton, Meadow Brook Director of Nursing gave updates to Board on 1. Update on CNA Class certification – received a letter with some minor additions to the curriculum sent. Mailed out today 2/26/15. 2. Staffing – hired 5 new employees for CNA and Nurse openings. Still have 4 more opening to fill. 3. Moving residents back to Jordan House.

David Schulz continued with reviewing with the Board the December 2014 Financial Reports:

1. Census: December 93.7% vs. November 94.2% YTD 93.3% and Budgeted at 96%.
2. Net Loss/Gain for December (\$27,031.00) vs. November (\$242,605.00) YTD 2014 (\$1,222,572.00).
3. Cost Per Patient Day for December \$349.18 vs. November \$388.86 YTD 2014: \$363.42.
4. Accounts Receivables Balance: December \$1,527,934.00 vs. November \$1,573,205.00 (44 days).
5. Private Pay Past Due Accounts: December \$263,351.40 vs. November \$250,150.53.
6. Restricted Funds Balances: December \$843,027.92 vs. November \$840,053.95.
7. Depreciation Fund Balances: December \$215,610.39 vs. November \$482,834.35.
8. General Cash Balance: December \$1,148,174.97 vs. November \$834,013.94.
9. Contingency Fund Balance: December \$1,488,526.47 vs. November \$1,488,216.13.
10. Meadow View Apartments Report: December \$3,736.85 vs. November \$3,324.75 with Occupancy at 76% YTD \$38,557.52.
11. April installment for the principal and interest
12. Status of Cash, Depreciation and Restricted Funds Accounts as of January 31, 2015 \$4,045,171.77.

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 12:04 p.m. by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Fred Harris, Chair

Patricia Simmons, Secretary to the Board