

3/26/15

The March 2015 Regular meeting of the Meadow Brook Governing Board/Antrim Co. Human Services Board was held on Thursday, March 26, 2015 at Meadow Brook Medical Care Facility. Fred Harris, Chairman called the meeting to order at 9:00 a.m. Those present were Rick Teague, Vice Chairman; Fred Harris, Chairman; Robert Wilson, Liaison Antrim County Board of Commissioners; 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; Ben McGuire, Meadow Brook Systems Administrator; Ramona Belanger, Meadow Brook Director of Therapeutic Recreation and Rhonda Groeneveld, Meadow Administrative Assistant, acting Secretary for Antrim County Human Services Board.

Guests Present: Rob Gustafson, Hooker | DeJong; Lee Whipple; Adele Steele, Meadow Brook Resident and Betty Borck, Meadow Brook Resident.

Public Comment: None.

Meeting minutes of the Regular Meeting 2/26/15, 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. Rob provided updates on Split System Heating and Air Conditioning, Ventilation System, Domestic Water Heating System and Sanitary System.

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

1. Construction Update: Rob Gustafson reported.
2. Heating / Cooling -
 - We have replaced 4 compressors on the Daiken units so far and have 2 more to replace on C Wing. In addition to the compressor failures ABI found 3 units where refrigerant piping in the roof top units rubbed together cutting the tubing and causing one to leak.
3. Radiant Heat Panels / Supplemental Heat:
 - Arndt Electric has ordered 2 of each size radiant panel from the HDJ Bulletin to install in to rooms as a test. We are hoping to get them in while we still have cold temps before going forward with installing in every room.
 - I am concerned that we may have lost the opportunity to prove that the radiant panels will solve our problems due to warmer temps. I suggest we concentrate on having radiant panels put on the end units and have boxes installed along the way so the prep work is done should we decide to add them in each room after we see how well they perform.
 - We added a temporary ceiling heater to the S curve to keep the sprinkler line from freezing and are waiting on HDJ to provide a permanent solution.
 - I have asked HDJ to look into using the existing boilers to provide additional heat and look at possibly adding boilers to the other areas if needed. I have not heard from them on any other

heating solutions. I do not believe the radiant panels alone will be enough.

- I am getting pricing on purchasing a portable diesel powered heater like the one we rented to have on site at all times.

4. BMS Update:

- JCI is finally finished and we are working on scheduling staff training within the next few weeks.

5. Lighting Controls Update:

- After a recent control issue I learned that we do not have web based access to the controls as we believed, the tech from West Michigan Lighting says we should have a master control touch screen panel on site. I have F & Z looking into this.

6. Water Heater Update:

- After numerous visits from Navien sales reps an actual Navien service tech was onsite Monday and suggest we need check valves installed on each cold water line to the water heaters.

7. Pond Update:

- We are waiting for the snow to melt to review the drawings and make any changes needed before presenting to the Board for approval. Once approved the group will meet to discuss funding and fundraising options.

8. Dumpster Area Update:

- I was asked to look at options for installing a fence on top of the generator wall to cover the rest of the generator and create a removable fence to hide the dumpsters. After reviewing, I suggest we move the dumpsters to the old front lot for the summer and bring it back in the winter. A removable fence would be problematic because staff would have to move it while trucks were here. Leaving the dumpsters in the old front lot in the winter would be very difficult on staff and could result in multiple injuries. I am waiting for bids on a generator fence and fencing for the dumpsters in the old front lot.

9. Staffing Update:

- Marna, David and I met and reviewed current staffing patterns and would like the Board's approval to post for a full-time Maintenance position.

Motion to approve an additional full-time Maintenance employee made by Rick Teague, seconded by Michael Ballard, all yeas, motion carried.

Pat Simmons reported with updates to the Board 1. Financials - No expenditures for February. 2. 3. Gas Lease Rights – received a payment and put it in donated funds. Also received a donation from Short's Brewery. 4. Expert Witness Fees - \$315.00 and \$1,000.00 4. Staffing – starting to hire. 5. Office Updates 6. Adult Protocol.

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

Motion to approve payment of Expert Witness Fees in the amount of \$1,315.00 made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

The Board would like to recognize years of service for Marna Robertson for 19 years; Ramona Belanger 9 years. Thank you for your dedication.

Moved to break at 10:20 a.m.

Reconvened from break at 10:30 a.m.

Marna Robertson, Meadow Brook Administrator reported to the Board with updates on: 1. Facility Building Systems Update. 2. Negative Air Pressure. 3. Staffing Coordinator Position- filled by internal candidate Jessica Grnya. 4. Complaint Survey conducted on 3/10-3/12 – no basis for citation. 5. QAPI – signed up for QAPI Study with Lake Superior Quality Innovation Network (CMS partner) Studies to include: Improve Mobility; Appropriate Use of Antipsychotic Medications. 6. Cheryl and I will be attending Joint Provider Spring Conference 3/23 and 3/24. 7. Attending MAC Legislative Conference 3/30 & 4/01. 8. Plante Moran here for onsite pre-audit on 3/10-3/11. 9. Working with Resident Council to firm up a date in June for Grand Open House June 17th (tentatively 1:30 p.m.). 10. Meadow View Apartment Happenings. 11. Resident Council challenged Administration in a Baseball Game. Challenge accepted – game is April 2nd in the Meguzee Hall at 1:00 p.m.

Cheryl Patton, Meadow Brook Director of Nursing gave updates to Board on 1. Update on CNA Class certification – anticipate getting approval any day. 2. Staffing – Still have 4 more opening to fill. 3. Beginning to discontinue code alert alarms on the household. 4. Prometric – need to figure out who to complain to about the updates and process of their CNA Certification process.

David Schulz continued with reviewing with the Board the January 2015 Financial Reports:

1. Census: January 85.3% vs. December 93.7% YTD 85.3% and Budgeted at 96%.
2. Net Loss/Gain for January (\$151,153.00) vs. December (\$27,031.00) YTD 2015 (\$151,153.00).
3. Cost Per Patient Day for January \$373.19 vs. December \$349.18 YTD 2015: \$373.19.
4. Accounts Receivables Balance: January \$1,757,032.00 vs. December \$1,527,934.00 (47 days).
5. Private Pay Past Due Accounts: January \$257,372.83 vs. December \$263,351.40.
6. Restricted Funds Balances: January \$843,166.85 vs. December \$843,027.92.
7. Depreciation Fund Balances: January \$146,507.38 vs. December \$215,610.39.
8. General Cash Balance: January \$3,250,838.97 vs. December \$1,148,174.97.
9. Contingency Fund Balance: January \$1,488,803.72 vs. December \$1,488,526.47.
10. Meadow View Apartments Report: January \$5,945.94 vs. December \$3,736.85 with Occupancy at 76% YTD \$5,945.94.

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