

4/23/15

The April 2015 Regular meeting of the Meadow Brook Governing Board/Antrim Co. Human Services Board was held on Thursday, April 23, 2015 at Meadow Brook Medical Care Facility. Fred Harris, Chairman called the meeting to order at 9:13 a.m. Those present were Rick Teague, Vice Chairman; Fred Harris, Chairman; Michael Ballard, Member; 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; Kristina School, Meadow Brook Corporate Compliance Officer and Rhonda Groeneveld, Meadow Administrative Assistant, acting Secretary for Antrim County Human Services Board.

Guests Present: Rob Gustafson, Hooker | DeJong; Brad Kroenig, Christman Construction; Adele Steele, Meadow Brook Resident.

Public Comment: None.

Meeting minutes of the Regular Meeting 3/26/15, motion to approve and accept by Rick Teague, seconded by Michael Ballard, 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 -
 - I am still waiting on Hooker | DeJong for a plan to reuse the boilers for supplemental heat.
 - We are scheduling meetings to review the use of the 1 Touch Manager vs. the Building Management System to give better control and options for the Daiken units.
3. Radiant Heat Panels / Supplemental Heat:
 - We have installed radiant heat panels in 2 rooms at the far end of C-Wing. We have not been able to judge performance due to warmer temps but have had positive feedback from residents.
 - I am waiting on quotes from Arndt Electric and F & Z to install radiant panels on end rooms and provide prep work for adding panels to each room if we chose to do so.
4. BMS Update:
 - We completed training and have identified and corrected multiple issues. We also learned that the main dishwasher booster heater did not get reconnected to the BMS and are waiting for quotes to reconnect.

5. Lighting Controls Update:

- I still have not heard back from Hooker | DeJong or F & Z on how we will be able to access controls on site.

6. Laundry Room Floor:

- The main laundry room floor is cracking due to the force of the large washer. We believe that the pad that was poured during construction was not adequate. The washer has been placed out of service and laundry schedules have changed to keep up with demand until a solution is in place. HDJ has been working with the washer's manufacturer to come up with a solution.

7. Sewer Grinder:

- We received a letter from the Village of Bellaire that they were concerned our grinder was not working as they have seen a recent increase in wipes clogging their meter. Though the grinder is working it appears that the grinders are worn out and allowing some items to pass through. I have a quote to replace the grinder box and the motor as follows:
 - Grinder assembly only = \$10,336.00
 - Grinder assembly, motor and gear box = \$14,136.00

I recommend we replace all components at the same time.

8. Dumpster Area Update:

- I have quotes for the dumpster and generator fence as follows:
 - i. 5 ft. Tan aluminum fence for the generator enclosure \$5,806.00
 - ii. 6 ft. Tan aluminum fence for south lot dumpster area \$5,578.00 or PVC \$2,373.00

9. Bird Feeder Update:

- We plan on mounting bird feeders. 1 feeder per 2-4 rooms depending on location.

10. Staffing Update:

- Universal Worker Mike Tipton has accepted the full-time maintenance position and will start June 1, 2015.

11. Exterior Grounds:

- We have several areas that need restoration after construction. I have asked multiple contractors to bid.

12. Water Heater Update:

- After review of the findings from the Navien Tech that was onsite several weeks ago, we discovered that his recommendations matched the original design. The changes that were made from the original design were recommended by Navien.

Motion to approve Sewer Grinder Assembly Motor and Gear Box not to exceed \$15,000.00 from the Capital Appropriations Budget made by Rick Teague, seconded by Michael Ballard, all yeas, motion carried.

Motion to approve enclosing the dumpster / generator area not to exceed \$8,500.00 from the Capital

Appropriations Budget made by Rick Teague, seconded by Michael Ballard, all yeas, motion carried.

Pat Simmons reported with updates to the Board 1. Financials - Expenditures for March \$1,754.52. 2. 3. Discussed office updates. 4. Expenditures - \$111.00 for Mancelona Family Resource Center for three months; \$1,112.00 for services rendered in a independent living service. 5. Contract approval formerly Homemaker Contract now called Family Assistant Program supplementing parent aide through the remainder of 2015 \$3,100.00. 6. Staffing – having trouble filling positions. 7. High Risk Camp Fees up to \$2,000.00 with discretion to approve.

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

Motion to approve expenditure of \$111.00 for the Mancelona Family Resource Center for three months made by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Motion to approve expenditure from the Carry Over Funds in the amount of \$1,112.00 for reconciliation of an independent living service for a lapse in Medicaid services made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Motion to approve Contract Agreement Number FP15-05004 Family Assistant Program in the amount of \$3,100.00 made by Rick Teague, seconded by Michael Ballard, all yeas, motion carried.

Moved to break at 10:55 a.m.

Reconvened from break at 11:00 a.m.

Kristina School, Meadow Brook Corporate Compliance Officer gave updates to the Board on 1. Department of Community Health increased the fees of medical records copy requests. Adjusted our policy to reflect the current copy rate. 2. Third Party Therapy Audit being done on Concept Rehab – 60 charts over a 3 month time to make sure documentation, evaluations, minutes etc., are being done properly and timely. 3. Provide weekly education in facility newsletter. 4. Year to Date – 3 HIPAA investigations. None that are reportable. 5. Continue to monitor Business Contracts and Business Associate Agreements.

Marna Robertson, Meadow Brook Administrator reported to the Board with updates on: 1. Disaster Preparedness Updates- Emergency Responder's Dinner set for May 18, 2015; Stryker Evacuation system installed. Kudos's to maintenance staff Alan and John for installation. They needed to create original holding devices for the Stryker carriers in the stairwells. Cheryl and I had our first trail training with the system using John as the resident. 2. See letter from Village of Bellaire - grinder concerns. John has followed up and will report on status. This has more to do with low flow water system than the functionality of the grinder. 3. See letter from Conservation Club - This will be a good avenue for the Conservation Club to seek donations for the pond renovation when they are prepared to bring their plans to the Board. 4. Had (2) Facility Reported Incidence's out the week of 4/7/15. 5. CMS will be training surveyors on MDS focused surveys. This will be in addition to routine annual surveys is what I am being told from the MCF Council. 6. Plans to increase physician coverage this summer! Cheryl and I have been working with our Medical Director for the last several months to procure more physician services. We met with Dr. Lindsay and Dr. David Best on 4/9/15 to discuss bringing on Dr. Pete Vial and his nurse practitioner to start 7/2015 tentatively. 7. DHS Update- Antrim is on

the list for closure. Legislators are aware of our opposition and concerns for Antrim county residents. Discussion at County Commissioner's meeting on 4/9/15. Tristan Cole was at the Commissioner's meeting and was able to talk with Pat Simmons. Another concern I have is where does this put DHS boards if they do not have a MCF facility in the county and services are relocated to TC or Petoskey. I think of Kalkaska County in this instance? 8. Annual Report given to County Commissioner's on 4/9/15. 9. CNA Class approval letter received 3/31/2015. Looking to have first class in June. 10. Legal Matters – brief update. 11. Managing chronic illnesses outreach program PATH (Patient Action to Health). Providing these flyers to our discharge planners to give to patients that are leaving the facility.

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

1. Census: February 85.8% vs. January 85.3% YTD 85.5% and Budgeted at 96%.
2. Net Loss/Gain for February (\$216,494.00) vs. January (\$151,153.00) YTD 2015 (\$367,643.00).
3. Cost Per Patient Day for February \$352.88 vs. January \$373.19 YTD 2015: \$363.51.
4. Accounts Receivables Balance: February \$1,863,749.00 vs. January \$1,757,032.00 (50 days).
5. Private Pay Past Due Accounts: February \$278,426.74 vs. January \$257,372.83.
6. Restricted Funds Balances: February \$843,292.36 vs. January \$843,166.85.
7. Depreciation Fund Balances: February \$107,597.74 vs. January \$146,507.38.
8. General Cash Balance: February \$3,325,810.95 vs. January \$3,250,838.97.
9. Contingency Fund Balance: February \$1,488,961.45 vs. January \$1,488,803.72.
10. Meadow View Apartments Report: February \$5,948.72 vs. January \$5,945.94 with Occupancy at 71% YTD \$11,894.66.
11. Donation from resident that discharged home from Antrim Lodge – contributing enough money for the cost of an electronic lift chair.

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 12:10 p.m. by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Fred Harris, Chair

Patricia Simmons, Secretary to the Board