

6/25/15

The June 2015 Regular meeting of the Meadow Brook Governing Board/Antrim Co. Human Services Board was held on Thursday, June 25, 2015 at Meadow Brook Medical Care Facility. Fred Harris, Chairman called the meeting to order at 9:03 a.m. Those present were Michael Ballard, Member; 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; John McCleese, Meadow Brook Director of Maintenance; 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.

Guests Present: None.

Public Comment: None.

Meeting minutes of the Regular Meeting 5/28/15, motion to approve and accept as presented by Rick Teague, seconded by Michael Ballard, all yeas, motion carried.

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

1. Construction Update: Rob Gustafson, Hooker | DeJong to report.
2. Heating / Cooling -
 - We are looking at 5 day forecast to determine a good time to replace compressors on a Daiken Unit in Glacier Hill, the process will take 3 days without any heat or a/c for this area.
3. Radiant Heat Panels / Supplemental Heat:
 - HDJ submitted a new bulletin with the BAC Net controls package as optional.
4. Laundry Room Update:
 - We have had no further issues with the laundry floor since we reinstalled the machines.
5. Generator Transfer Switch Repairs:
 - Due to the lead time on parts and the response time to get F & Z electrical on site if an outage occurred we had a tech from F & Z stay on site for 2 days while waiting for an arch suit and training for either a local electrician or Meadow Brook Maintenance staff to manually transfer the switch if needed.
 - Repairs scheduled for 6-24-15 and had to be rescheduled for 6-25-15 due to the manual switch breaking when they attempted to turn it off.
 - On 6-24-15 Bridge Way Power and F & Z met on site to discuss and review possible causes for the failure. I asked that they check for loose wires while the switch is down.
 - We are waiting on reports from Consumers and details from a power quality meter currently

installed at the facility to help determine the cause.

6. Fire Marshall Update:

- We had our annual Fire Marshall visit on 6-19-15, he mentioned multiple areas of concern such as:
 - i. Fire Alarm strobe light placement
 - ii. Smoke Detector placement
 - iii. Wall and Ceiling penetrations
 - iv. Smoke Compartment door gaps and resident room door gaps
 - v. Sprinkler obstructions
 - vi. Multiple smaller items
- We have contacted all vendors involved and are working on resolving the issues.

7. Bird Feeder Update:

- We have about 50% installed and will regroup next week now that the open house is complete.

8. Exterior Maintenance:

- Painting is complete.
- We had a lot of issues with the grounds restoration work done by Trees North. I met with the owner to discuss and will monitor their work closely over the next few weeks to see if they improve.
- The fence around the generator and new dumpster area are installed.

9. Laundry Make Up Air:

- Our last air balance test showed that we no longer have an issue, however we are still having a problem with (1) dryer. I asked Rob Gustafson to contact our laundry equipment repair guy to discuss.

Rob Gustafson, Hooker | DeJong teleconferenced in to give updates to the Board on: 1. Discussed compressor failure issues. 2. Heating and cooling. 3. Ventilation heat recovery units. 4. Domestic water heating system. 5. Laundry room air balance and overall building air balance. 6. Transfer Switch.

Moved to convene for break at 10:30 a.m.

Reconvene from break at 10:40 a.m.

Pat Simmons reported with updates to the Board 1. Financials - Expenditures for May \$1,691.21 2. Reviewed new format of Antrim County Social Welfare Funds Change in Equity spreadsheet – Board asked to add titles to the boxes to indicate what they are. 3. Foster Care recipient in need of support of \$180.00 for special vitamin supplement. 4. Funds Advanced to Foster Parents – only one family still needs to send in the reimbursement. 5. Met with Pete Garwood, Mike Crawford, Fred Harris regarding the building lease. Pete Garwood will be sitting down and negotiating with the State. Lease is good for at least another six months while negotiations continue. 6. Senator Schmidt and Tristan Cole – would like to have a meet and greet, if interested please let Pat know. Looking at scheduling for September. 7. MCSSA Update. 8. Hiring – fully staffed currently.

Motion to approve expenditure \$110.69 for faxes and copies made for client's applications / eligibility determinations made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Motion to approve expenditure of \$180.00 for special foster care minor to purchase special vitamin supplement

made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

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

Rick Teague discussed brochure given to Pat Simmons regarding Antrim County Commission on Aging and the Home Care Services they offer. DHS staff can present these brochures to client's that could potentially benefit from these services.

Marna Robertson, Meadow Brook Administrator reported to the Board with updates on: 1. **Annual Survey Updates**- Annual Survey with LARA started on Sunday, 6/10 – 6/13/15. **NO CITATIONS!** Staff and resident were present for exit interview. Surveyor's very complimentary on the changes they witnessed, care being given and beautiful homelike environment. 2. **Generator Fix** – continue waiting for the transfer switch. 90-day emergency plan for affected households in place in case we have another power outage. Fire Marshall is aware of our plan and weekly updates will be given by John McCleese. Arch suit purchased and training from F & Z staff will begin his week with our Maintenance staff to assist with quicker response time of manual transfer switch over. 3. Open House June 17th – Awesome! Great attendance. Dumpster relocation, painting completed and gardens look great. 4. Van #1 needs to be retired. This van takes us down to one van. Per past conversations with ACT this is part of the overall plan to move to more services to ACT for transport. I do believe the facility needs to keep and have one van available as ACT cannot meet all of our needs due to service hour constraints, multiple van runs, etc. 5. Attended MCF Spring Conference 6/1 – 6/4/15. New FOIA Policy and Procedures to be implemented, ICO updates and general legal information for Administration. 6. Revising Admission Contract is in process. 7. Staffing Update – Reviewed and discussed turnover rate and reasons for leaving and staff termination. Also looking at implementing 12 hour shifts for household staff.

Cheryl Patton, Meadow Brook Director of Nursing gave updates to the Board on: 1. Graduated 6 nurse aides out of our first class. 2. Working with Housekeeping Department on changing our hand washing soaps / sanitizers.

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

1. Census: April 87.1% vs. March 87.3% YTD 86.4% and Budgeted at 96%.
2. Net Loss/Gain for April (\$98,008) vs. March (\$192,977) YTD 2015 (\$658,630.00).
3. Cost Per Patient Day for April \$363.99 vs. March \$388.67 YTD 2015: \$370.20.
4. Accounts Receivables Balance: April \$1,994,269.00 vs. March \$2,031,057.00 (50 days).
5. Private Pay Past Due Accounts: April \$312,337.55 vs. March \$275,186.66.
6. Restricted Funds Balances: April \$843,565.86 vs. March \$843,431.34.
7. Depreciation Fund Balances: April \$107,633.70 vs. March \$107,616.01.
8. General Cash Balance: April \$2,331,465.20 vs. March \$2,396,441.26.
9. Contingency Fund Balance: April \$1,489,266.47 vs. March \$1,489,087.71.
10. Meadow View Apartments Report: April \$3,966.70 vs. March \$7,108.79 with Occupancy at 75% YTD \$22,970.15.
11. Review Actual vs. Budget Statement of Operations.
12. Reviewed and discussed 2016 Draft Budget.

Motion to approve Tentative 2016 Budget made by Fred Harris, seconded Rick Teague, 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 1:10 p.m. by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Fred Harris, Chair

Patricia Simmons, Secretary to the Board