

8/27/15

The August 2015 Regular meeting of the Meadow Brook Governing Board/Antrim Co. Human Services Board was held on Thursday, August 27, 2015 at Meadow Brook Medical Care Facility. Rick Teague, Vice Chairman called the meeting to order at 9:00 a.m. Those present were Rick Teague, Vice Chairman; Michael Ballard, Board Member; Robert Wilson, Liaison Antrim County Board of Commissioners; Patricia Simmons, Antrim County DHS Board Secretary; 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: Eric Conway, Auditor, Plante and Moran.

Public Comment: None.

Meeting minutes of the Regular Meeting 7/23/15, motion to approve and accept as amended by Rick Teague, seconded by Michael Ballard, all yeas, motion carried.

Meeting minutes of the Special Board Meeting 7/29/15, motion to approve and accept as amended by Michael Ballard, seconded by Rick Teague, all yeas, motion carried.

Eric Conway, Auditor, Plante Moran presented to the Board results from the Independent Auditors Report for Meadow Brook Medical Care Facility.

Moved to convene for break at 10:26 a.m.

Reconvene from break at 10:40 a.m.

Pat Simmons reported with updates to the Board 1. Financials – Expenditures for July \$301.94. 2. Approval of Expenditures for Mancelona Schools (\$37.94) and Western Mi University (\$264.00). 3. Tri County Staff Picnic today in Charlevoix. 4. Attended District Meeting. 5. September 12, 2015 is the Foster Parent Appreciation Lunch at Richardi Park in Bellaire from 11:00 am to 2:00 p.m. 6. County Commissioners approved to have an Employee of the Month parking space. 7. Expert witness fee approval of funds, Christmas Party Fundraiser, Children’s Advocacy Center.

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

Motion to approve the July Expenditures for Faxing / Copies; Termination Case and Expert Witness Fees totaling \$301.94 made by Rick Teague, seconded by Michael Ballard, all yeas, motion carried.

Motion to approve Expert Witness Fee from the Social Welfare Fund in the amount of \$600.00 made by Rick Teague, seconded by Michael Ballard, all yeas, motion carried.

Motion to approve \$200.00 for a Foster Parent Appreciation door prize items for the luncheon, made by Rick Teague, seconded by Michael Ballard, all yeas, motion carried.

Motion to approve funds from the Social Welfare Fund to supplement Christmas Party and Gifts for the community in the amount of \$1,000.00 made by Rick Teague, seconded by Michael Ballard, all yeas, motion

carried.

Motion to approve Sponsorship of a dinner table in the amount of \$500.00 for the Children's Advocacy Center Fundraiser from the Social Welfare Fund made by Michael Ballard, seconded by Rick Teague, all yeas, motion carried.

Marna Robertson, Administrator reported to the Board with updates on: 1. Plan of Correction for Fire Marshall submitted on 8/4/15. Received approval and just waiting for revisit. We are proceeding with multiple corrections. 2. Lansing – Met with Director Larry Hovarth, BHS on 8/06/15. 3. Meeting with software vendor from Point Click Care Medical Records and Billing Software vendor on 8/12/15 we are investing change in EMR software. Recommendation presented to the Board to switch to the Point Click Care Software. 4. Attended COA picnic with resident's on 8/13/15. 5. FRI Investigation on CPR on 8/05/15, Plan of Correction submitted on 8/21/15. 6. OSHA "Take A Stand" walk thru with OSHA representative on 8/13/15. 7. Met with Pete Garwood on 7/31/15 with Hooker | DeJong to discuss heating retro fits and financial concerns. 8. Disaster Preparedness – Emergency Totes that came equipped with various emergency items in them. 9. Federal Register and CMS – looking at all of the Long Term Care Regulations and revamping. Going through to provide our suggestions to the Legislative Committee.

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

1. Heating Issues: We learned that the leaking coil on the C Wing Daikin Unit is not covered under warranty. So far this year we have nearly \$50,000.00 on Daiken repairs and back up heating solutions. David Schulz is writing a letter to send to the CEP of Daiken informing them of all the issues we have had.

2. Radiant Panels / Supplemental Heat: At the pre-bid meeting we asked to take the T-stats out of the bid and run by switch only. The County Electrical Inspector will not issue a permit without T-stats. I have asked Rob from Arndt Electric to provide a quote for the addition of T-stats. We originally planned to change the sprinkler heads to a higher temperature head because we could not place the panels 2 ft. away from a sprinkler head and still be above the bed as planned. We do not have a solid answer as to whether this is acceptable and therefore decided to place them as close to the bed as possible and in an emergency situation we can move the bed if need be. HDJ still has not provided a plan for reuse of the boilers for supplemental heat.

3. Portable Heater Purchase Options: I received a quote from temp air to purchase or lease a portable diesel fired indirect heater like the one we rented last year. Options are as follows:

- Used purchase price = **\$48,744.00**
- New purchase price = **\$54,160.00** (lead time is 10-12 weeks)
- Season Lease price = **\$17,597.00** (**Note:** if we decided to purchase they would apply 20% of our total rental fees paid towards purchase.)

Points to consider:

- With the ongoing Daiken system problems such as compressor failures which can result in a week or more of down time, we may want to have a portable heater on site every winter. Three years rental is equivalent to the purchase price of new unit.
- The radiant panels may solve some issues when the Daiken systems are not at full capacity but it is doubtful they would be sufficient with a full failure.
- The heaters are in high demand so if we did not have one on site and needed it in an emergency it would be very difficult to get one.

4. Fire Marshall Update: All of the work has been completed and our Plan of Correction has been accepted. We are waiting for the Fire Marshall to come out and re-inspect.

5. MIOSHA: We had a recent tour with MIOSHA representative and he had a few recommendations but overall was very impressed with our safety measures.

6. Household Dishwashers: We have seen a lot of rust in the household dishwashers and one of them is currently leaking. The manufacturer suggested we had high iron in our water and it was reacting with the chlorine or that we had a grounding issue. We have zero iron in our water and F & Z Electrical verified proper grounding. We are waiting to hear back from the manufacturer.

Motion to approve the amended purchase of T-Stats for the radiant heat panels from Arndt Electric in the amount of \$12,418.00 made by Michael Ballard, seconded by Rick Teague, all yeas, motion carried.

Motion to approve the seasonal lease of the indirect fire heater in the amount of \$17,597.00 made by Michael Ballard, all yeas, motion carried.

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

1. Census: June 85.9% vs. May 87.7% YTD 86.5% and Budgeted at 96%.
2. Net Loss/Gain for June (\$263,691.00) vs. May (\$30,825.00) YTD 2015 (\$953,143.00).
3. Cost Per Patient Day for June \$343.13 vs. May \$343.60 YTD 2015: \$335.70.
4. Accounts Receivables Balance: June \$1,887,491.00 vs. May \$1,942,370.00 (50 days).
5. Private Pay Past Due Accounts: June \$262,898.94 vs. May \$274,212.62.
6. Restricted Funds Balances: June \$843,839.44 vs. May \$843,704.88.
7. Depreciation Fund Balances: June \$65,867.58 vs. May \$65,856.75.
8. General Cash Balance: June \$906,573.17 vs. May \$1,098,979.95.
9. Contingency Fund Balance: June \$1,489,661.66 vs. May \$1,489,452.80.
10. Meadow View Apartments Report: June \$8,979.46 vs. May \$3,944.95 with Occupancy at 75% YTD \$35,894.56.
11. Review Actual vs. Budget Statement of Operations.

David Schulz presented to the Board information on funds being added to Meadow Brook's General Cash Account totaling \$567,554.79:

- Approximate amount from construction fund 451 being returned **\$68,641.73**
- MMRMA refund check for excess 2014 premium paid **\$53, 767.45**
- Certified Public Expenditure – interim 2014 reconciliation to be paid **\$439,662.02**
- Quality Assurance Supplement – annual reconciliation adjustment to be paid **\$3,412.59**
- Initial Settlement for 2014 Medicaid Cost Report due to MB **\$2,071.00**

Motion to approve amended 2015 Capital Appropriation Budget to include replacing Point Click Care EMR Software in the amount of \$14,000.00 and the addition of T-Stats for radiant panel heat in the amount of \$12,500.00 increasing the CAR Budget to \$340,283.00 made by Rick Teague, seconded by Michael Ballard, all yeas, motion carried.

Motion to approve and support Resolution #1 of 2015 authorizing the transfer of \$275,000.00 from General Cash Account #512 to Funded Depreciation Account #780 made by Rick Teague, all yeas, motion carried.

Motion to pay Meadow Brook bills, made by Rick Teague, seconded by Michael Ballard, all yeas, motion carried.

Motion to pay Meadow Brook Monthly Vouchers made by Rick Teague, seconded by Michael Ballard, all yeas,

motion carried.

Motion to adjourn at 12:40 p.m. by Rick Teague, seconded by Michael Ballard, all yeas, motion carried.

Rick Teague, Vice Chair

Patricia Simmons, Secretary to the Board