

1/24/19

The January 2019 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, January 24, 2019 at Meadow Brook Medical Care Facility. Fred Harris, Chairman, called the meeting to order at 9:05 a.m. Those present were Fred Harris, Chairman; Mike Paradis; Member; Melissa Zelenak, Member; Maureen Clore, Antrim County DHHS Director; Josh Watrous, Antrim County Commission Liaison, Marna, Robertson, Meadow Brook Administrator; David Schulz, Meadow Brook Director of Administrative Services; Cheryl Patton, Meadow Brook Director of Nursing; Ben McGuire, Meadow Brook Systems Administrator; John McCleese, Meadow Brook Director of Maintenance; Ramona Belanger, Meadow Brook Director of Activities; Kris School, Meadow Brook Corporate Compliance Officer and Rhonda Groeneveld Meadow Brook Administrative, Meadow Brook Acting Secretary for Antrim County Human Services Board.

Public Comment: None.

Meeting minutes of the Regular Meeting 12/12/18, motion to approve and accept corrected minutes as presented by Mike Paradis, seconded by Melissa Zelenak, all yeas, motion carried.

Maureen Clore, Antrim County DHHS Director reported with updates on: 1. Expenditures in December \$1,622.71 for Board Salaries, Foster Family Christmas and Foster Parent Support. 2. Request to approve payment of MCSSA dues in the amount of \$1,436.55. 3. Child Welfare Work Load Study on CPS – need additional 97 workers in Central Intake and over 1,000 CPS Workers. Child And Family Services Review – did not meet standards. Lowest as a state in permanency outcome -13%. Send lowest in wellbeing outcome - Highest as a state the initial CPS Investigations. 4. Relative Care Providers Case – As of 4/01/19 all unlicensed relatives will receive a per diem for the care of their relative their taking care of. 5. Combined Licensed Foster Care Program with Charlevoix / Emmet. 6. Assistance Payments – Federal shut-down and how that is affecting our department. 7. Furload Workers have received some assistance to get through the Federal shut-down. 8. Received some supplemental staff to help catch up on the live Universal Case Load back log through the end of March 2019. 9. Staffing Package came in yesterday. We did not lose any staff, we have gained a couple. 10. New Director – Robert Gordon.

Motion to approve and accept the DHHS Financial Report made by Mike Paradis, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve payment of the MCSSA Dues in the amount of \$1,436.55 made by Melissa Zelenak, seconded by Mike Paradis, all yeas, motion carried.

Kris School, Meadow Brook Corporate Compliance Officer reported to the Board with updates on: 1. Continue to provide HIPAA education in newsletters. 2. Monitor BAA's on a monthly basis (send out notices when service agreements need to be updated and/or renewed; current licensure and/or insurance coverage; current TB tests.) 3.

Disaster Recovery Plan – print resident admission records/face sheets and monthly physician's orders on a monthly basis. 4. Conduct a medical record chart audit once a month with Dr. Viall. 5. Meet with Therapy Rehab director Carl Heldt twice a month to review therapy documentation and to ensure therapy orders are being entered into PCC. 6. 1 HIPAA investigation so far this year. (social media). 4 HIPAA investigations for 2018.

John McCleese, Meadow Brook Director of Maintenance reported to the Board with updates on: 1. Heating: With the -17 and -24 degree temperatures we had some minor issues with Grass Creek and Main Street rooftop heaters, but did very well overall in the renovated areas. I am getting quotes for individual a/c units for the household kitchens so they are not shared with other areas like they are presently with the Daiken System. 2. Jordan House and Orchard Hill Smoke Barriers: The Jordan House smoke barrier is

scheduled for 1/29/19. I am still waiting on dates for Orchard Hill. Once the projects are complete, Hooker | DeJong will have to inspect with the Fire Marshall. 3. Emergency Preparedness: We received training on radio use for the 800 MHz radio (God Radio) that can be used to talk to police in emergency. 4. Lighting: I am scheduling for a company to come out to look at LED retrofit options throughout the facility.

Marna Robertson, Meadow Brook Administrator presented to the Board updates on: Major Activity 2019 –

1. MDI / Matrix - Payroll system change and Accounts Payable transition to new system. Continued delays and software hiccups. Currently, we are having an employee volunteer control group enter punches in the new and old systems to monitor.
2. LOCD - #1 priority for end of year and beginning of 2019. Level of Care Determination (LOCD) is required for Medicaid reimbursements. I am working on policy and procedure for monitoring and completion of LOCD's into the new year.
3. PDPM- Patient Drive Payment Model - PDPM will replace the RUGS. More focused driven on entire health of patient instead of heavy therapy driven. MDS will be the tool. Diagnosis, Coding, GG, and Billing must be in sync. More drill down to patient specific diagnosis and baseline health status. PDPM will be effective 10/1/19. The team has been collecting info. I will be scheduling routine meetings after the first of the year. This is very similar to the DRG system hospitals use.
4. FRI's- We have one FRI out to the STATE. LARA has engaged a firm to review why Michigan is out of line with the national average for FRI reporting. National average is 1.3 and Michigan is 5.7.
5. Survey Trends- Locked Dementia units are now being cited for IJ's for NO Consent or involuntary seclusion. CNA's are being targeted by the State for neglect. Over 600-800 CNA's are being tagged for Abuse/Neglect in Michigan. A couple of years ago Michigan instituted an Investigation division to follow up on reports of Abuse/Neglect.
6. Working on Facility Risk Assessment that is required annually for CMS compliance.
7. Ethics Committee met on 1/11/19 to review discharge documentation.
8. QAPI met on 1/9 –
  - a. Farm to Table for more local fresh seasonal produce / fruits.
  - b. Abuse Reporting.
  - c. Balance Machine - suggestion to bring to community for Falls education.
  - d. Discharge Process - discharge packets and survey.
  - e. Infection Control - Immunization work group scheduled for July.
9. Disaster Team met on 1/8 - Completed Disaster Risk Assessment used from the Kaiser Foundation.
10. Record of Adoption – Safety Manual Policy and Procedures.
11. Clinical Site for RN's – in agreement with NCMC.
12. Have not heard any alerts on Medicaid Reimbursement due to the Federal Shutdown.
11. 2018 Employee Service Awards on 1/17:

**25 Years**

Bridget Spencer

**20 Years**

Barbara Miller  
Jennifer Held

**15 Years**

Kelly Fant  
John McCleese

**10 Years**

Jessy Johnson  
Carrier Hanser  
Nicole S. Musall  
Connie Meinke

**5 Years**

Carol "Sue" Moore  
Jennifer Weir  
Candice Brammer  
Stephanie Elsey  
Irene Paszkowski  
Connie Kobel  
Theresa Palka

Cheryl Patton, Meadow Brook Director of Nursing reported to the Board with updates on: 1. Staffing – a. New RN hired for 3-11, 40 hrs per week. b. One full time RN on 11-7 shift on Medical Leave. c. 5 of our Household Assistants are accepted into the Grandvue Nurse Aide class for February 2019 (one couldn't get in due to the class being full, she will attend the April class). d. Still have 7 openings on 11-7 for UW's. e. Received resignation of one of our CCC's effective March 15<sup>th</sup>. 2. Equipment – a. New ARJO bath / weight chairs received, all households now have one. b. Reviewing nursing budget for 2019 and getting ready to order 1<sup>st</sup> quarter budgeted items. c. Ordered Infection Control Software (HealthConnex) to improve our processing of infection control information. This is compatible with our PCC electronic medical record (EMAR). 3. Compliance – a. Facility Reported Incident (FRI) on 1/1/19 for allegation of abuse, investigation conducted. Nurse aides off as required until 5 day investigation complete, expect State of Michigan in to investigate. Another FRI due to resident fall with fracture. Expect the state any time for investigation. b. Working on evaluation for UW (already do a yearly evaluation for the nurse aide portion) working on a competency skills checklist for the dietary and housekeeping portion of the UW position. c. CPR class for nurses held 1/9/19. 4. Record of Adoption – Fall Risk Program Policy Manual.

David Schulz, Meadow Brook Administrative Services Director reviewed with the Board the October 2018 Financial Reports:

1. Census: October 89.4% vs. September 92.4% YTD 91.6% and Budgeted at 91%.
2. Net Loss/Gain for October \$79,464.00 vs. September \$373,081.00 YTD 2018 (\$1,090,093.00)
3. Cost Per Patient Day for October \$403.41 vs. September \$384.79 YTD 2018: \$401.98.
4. Accounts Receivables Balance: October \$1,489,181.00 vs. September \$1,634,997.00 (32 days).
5. Private Pay Past Due Accounts: October \$148,997.10 vs. September \$193,605.55
6. Restricted Funds Balances: October \$849,865.24 vs. September \$849,858.35
7. Depreciation Fund Balances: October 677,089.85 vs. September \$676,974.85
8. General Cash Balance: October \$3,493,422.35 vs. September \$3,283,330.83
9. Contingency Fund Balance: October \$1,514,219.57 vs. September \$1,513,107.08
10. Meadow View Apartments Report: October \$457.24 vs. September \$4,008.21 Occupancy at 90% YTD \$622.83.

David Schulz, Meadow Brook Administrative Services Director reviewed with the Board the November 2018 Financial Reports:

1. Census: November 91.6% vs. October 89.4% YTD 91.6% and Budgeted at 91%.
2. Net Loss/Gain for November \$82,462.00 vs. October \$79,464.00 YTD 2018 (\$1,007,632.00)
3. Cost Per Patient Day for November \$405.15 vs. October \$403.41 YTD 2018: \$402.26.
4. Accounts Receivables Balance: November \$1,501,196.00 vs. October \$1,489,181.00 (32 days).
5. Private Pay Past Due Accounts: November \$160,022.30 vs. October \$148,997.10
6. Restricted Funds Balances: November \$849,872.39 vs. October \$849,865.24
7. Depreciation Fund Balances: November \$677,201.15 vs. October \$677,089.85
8. General Cash Balance: November \$3,556,150.10 vs. October \$3,493,422.35
9. Contingency Fund Balance: November \$1,515,317.90 vs. October \$1,514,219.57
10. Meadow View Apartments Report: November \$2,956.26 vs. October \$457.24 Occupancy at 89% YTD \$3,579.09.
11. Resolution #1 of 2019 – Uncollectible Debt Write Offs \$94,329.87
12. Addition to 2019 Capital Appropriation Budget
13. Resolution #2 of 2019 – 2019 Capital Appropriations Funds

Motion to approve Resolution #1 of 2019 Inasmuch as all avenues for collection of the above debts have been exhausted, the Antrim County Human Services Board / Meadow Brook Governing Board designates the amount of \$41,725.32 as uncollectible and the amount of \$52,604.55 in adjustments and authorizes the Facility to write off and make adjustments to the indicated accounts as of December 31, 2018 made by Mike Paradis, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve the addition for the purchase of 3 – Arjo Alenti Shower Chairs with weight scales to the 2019 Capital Appropriation Budget in the amount of #23,000.00 made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve Resolution #2 of 2019 that the Antrim County Human Services Board / Meadow Brook Governing Board authorizes the transfer of \$348,000 from Meadow Brook Medical Care Facility Fund #512 (General Cash account) to Meadow Brook Funded Depreciation #780 (Funded Depreciation account) effective January 25, 2019 for approved 2019 Capital Appropriations projects made by Mike Paradis, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to reorganize the Board made by Fred Harris. Mike Paradis motioned to nominate Fred Harris to continue as Chairman, seconded by Melissa Zelenak, all yeas, motion carried. Fred Harris, motioned to nominate Mike Paradis as Vice Chairman, seconded by Melissa Zelenak, all yeas, motion carried.

David Schulz, Meadow Brook Administrative Services Director presented November bills for approval.

Motion to pay Meadow Brook bills, made by Melissa Zelenak, seconded by Mike Paradis, all yeas, motion carried.

Motion to pay Meadow Brook Monthly Vouchers made by Melissa Zelenak, seconded by Mike Paradis, all yeas, motion carried.

Motion to adjourn at 11:35 a.m. by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

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Fred Harris, Chair

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Maureen Clore, Secretary to the Board