

2/28/19

The February 2019 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, February 28, 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; and Rhonda Groeneveld Meadow Brook Administrative, Meadow Brook Acting Secretary for Antrim County Human Services Board.

Mike Paradis, Vice Chairman attended via Face Time.

Guests: Shelley Boehmer, MCSSA Vice Chairman.

Public Comment: None.

Meeting minutes of the Regular Meeting 1/24/19, motion to approve and accept corrected minutes as presented by Melissa Zekenak, seconded by Mike Paradis, all yeas, motion carried.

Maureen Clore, Antrim County DHHS Director reported with updates on: 1. Carryover from FY18 are \$620.80. Due to an accounting error at the State \$421.12 of expenses needs to be reconciled to this account. First appropriation of the year has been requested in the amount of \$7,437.00. 2. Director Gordon's press release regarding Universal Caseload was shared. UCL will not proceed until improvements are made. Staff continue to work on the backlog. Government was shut-down for 2 ½ days. 6 emergencies were processed for heat. DHHS worked in conjunction with 2-1-1 to ensure emergencies were handled promptly. 3. Staffing package was approved. The tri-county overall gained 3 workers. An Antrim County CPS worker is currently assigned to Emmet County to assist with CPS backlog. 4. Child Welfare and Adult Services stats were shared. Discussed need for additional adult staff as there are only 3 for the tri-county. 5. Governor Whitmer is advocating for a change to the MA work requirements. 6. Dr. Herman McCall is leaving his role as Director of Children's Service Agency for DHHS. Jen Wrayno, BSC 5 Director, has been appointed Acting Director of CSA until a permanent replacement is named. 7. Distributed listing of Board Members for all three counties. 8. Melizza Zelenak is interested in becoming the voting delegate to MCSSA. 9. Shelley Boehmer from Huron County DHHS Board/MCSSA presented.

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

Motion to appoint Melissa Zelenak as the MCSSA voting delegate for the Governing Board made by Mike Paradis, seconded by Fred Harris, all yeas, motion carried.

Shelley Boehmer, MCSSA Vice Chairman presented to the Board explained the role of MCSSA and what the Legislative Priorities are: 1. Elder Abuse – Financial Exploitation. 2. Juvenile Justice. 3. Barriers to Self-Sufficiency.

Marna Robertson, Meadow Brook Administrator presented to the Board updates on: Major Activity 2019 – 1. PDPM - Patient Drive Payment Mode – a. I have reached out to Pathway Health Solutions for onsite and offsite training for key staff. Signed the proposal. I have April as a start date but we'll see on availability. b. We have started our weekly workgroup meetings in February. 2. FRI's- We had 3 FRI's out to the STATE. Surveyor came last week, was cleared of two of them and received a minor Level D citation for one for failure to report timely. 3. David and the payroll team have been in the process of interviewing new Time keeping, payroll and human resources vendors, Smartlinx and Kronos, MDI /

Matrix. David will update on how the transition is going. 4. Disaster Team met on 2/5 – a. The team watched a demo from a RAVE system representative per my recommendation. In agreement with the bundle package to include the panic button in the amount of \$9,500.00. Will have Dan Breslin present the webinar for the March Board Meeting. 5. Annual Meeting with ACT on 2/13. All bus drivers that do runs for Meadow Brook now are required to do Background Checks. All bus drivers have submitted the proper paperwork to be in compliance with this. 6. Working with Mark McDavid, Seagrove Consulting to conduct our annual Therapy audit in the coming months. 7. PMLA – For every 35 hours a part-time employee works they get 1 hour of Paid Medical Leave. This new law goes into effect March, 2019. 8. Risk Assessment has been completed for 2019.

Cheryl Patton, Meadow Brook Director of Nursing reported to the Board with updates on: 1. Staffing -

- Received notice of 3-11 Shift Supervisor retirement effective 6/1/19, considering potential replacements. Connie Meinke, RN has been the 3-11 Shift Supervisor for 10+ years- this will be a loss to the Facility.
- Received notice of 1 Clinical Care Coordinator separation - accepted a position at Straits Area Hospital - one CCC will cover two households currently while we consider replacement
- One full time RN on 11-7 shift on Medical Leave
- Continue to interview for UW/C.N.A openings on 3-11 and 11-7
- Still have 8 openings on 11-7 for UW's (have implemented some creative scheduling to prevent extreme burnout of 3-11 staff having to cover double shifts onto the midnight shift)
- Hired a Phlebotomist due to the fact that we received notice that Detroit Bio Medical Laboratory has been bought out and the company that bought DBML does not want to do business with us. Shannon Fuller will be HIS Unit Clerk / Phlebotomist. Munson contracted with us to do our lab work and Shannon will be our own Phlebotomist.

2. Equipment - Reviewing Nursing Budget for 2019 and ordering 1st quarter budgeted items. 3. Infection control software (HealthConnex) to improve our processing of infection control information. Had our kick off meeting, working on implementing and changing our Infection Preventionist to Michelle Gaylord, LPN.

4. Compliance

- 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- Received Level D citation for failure to report within 2 hours.
- Facility Reported Incident (FRI) on 2/4/19- possible verbal abuse involving a resident and Nurse Aide, not substantiated but reported due to 2 hour report window. Did separate with Nurse Aide due to progressive disciplinary action for conduct. We have been cleared of this allegation.
- We still have one outstanding (FRI) resident reported verbal abuse by a Nurse Aide.
- Looking at education software - RELIAS for employee education compliance and tracking (HR/Payroll is changing software which directly effects the education department)

John McCleese, Meadow Brook Director of Maintenance reported to the Board with updates on: 1.

Heating/ Cooling: We are continuing to have Daikin failures but have been able to maintain temps in the renovated area. The Daikin system in the front of Antrim Lodge had 3 compressors replaced last week. 2 of the 3 have failed already. At this time it is unclear why and we are running on 1 compressor trying to wait until warmer weather to investigate. We are also looking at options to increase heating capacity

through the air handler in the 3 story building in hopes we can one day eliminate the Daiken systems in the 3 story building. 2. Jordan House / Orchard Hill Smoke Barriers: I was finally able to pull the permit for the Jordan House double doors and am waiting for contractors to schedule the work. Temperature Control has ordered the supplies the dampers for Orchard and will schedule the work when they arrive. 3. Security: I am meeting with our Fire Alarm Company on 3/01/19 to discuss the possibility of them taking over our door security needs. We are currently without any form of contract with Habitec and do not receive the priority attention that we need because we not have a contract. I was informed by Habitec charges a contract fee for each piece of equipment, making it extremely cost prohibitive. 4. Staffing: We currently have an open position for 9:00 am to 5:00 p.m. shift. 5. Exit Lighting / Emergency Lighting: We removed the battery back up exit lights we installed when we had Generator Transfer switch problems years ago and reinstalled the original fixtures. This will eliminate a lot of maintenance time in monthly and annual testing and we were able to use some of the lights we removed to upgrade Meadow View Apartments exit lighting. We discovered the batteries were dead in most of the emergency lights at Meadow View. It is more cost effective to replace the fixtures at \$25.00 each for LED than to purchase batteries to install in the existing fixtures. We are looking at \$600.00 to purchase all of them. I do not have a price to install them at this time.

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

1. Census: December 89.2% vs. November 91.6% YTD 91.4% and Budgeted at 91%.
2. Net Loss/Gain for December (\$273,030.00) vs. November \$82,462.00 YTD 2018 (\$1,275,200.00)
3. Cost Per Patient Day for December \$418.21 vs. November \$405.15 YTD 2018: \$403.58.
4. Accounts Receivables Balance: December 1,448,049.00 vs. November \$1,501,196.00 (32 days).
5. Private Pay Past Due Accounts: December \$134,034.60 vs. November \$160,022.30
6. Restricted Funds Balances: December \$851,770.76 vs. November \$849,872.39
7. Depreciation Fund Balances: December \$140,725.34 vs. November \$677,201.15
8. General Cash Balance: December \$4,054,880.28 vs. November \$3,556,150.10
9. Contingency Fund Balance: December \$1,517,372.30 vs. November \$1,515,317.90
10. Meadow View Apartments Report: December \$11,390.05 vs. November \$2,956.26 Occupancy at 89% YTD \$104,972.05.
11. 2019 CAR Budget Request Amendment
12. Resolution #3 of 2019 – DCP Plan (Defined Contribution) to provide employees of the Organization / Agency with retirement benefits.
13. Resolution #4 of 2019 –
14. MERS Defined Benefit Program currently net investment loss (\$555,019.23).

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

Motion to approve the 2019 CAR Budget Amendment to add \$16,000.00 for the CMS Life Safety Plan of Correction for Smoke Barrier Wall on Jordan House made by Fred Harris, seconded Mike Paradis, all yeas, motion carried.

Motion to approve Resolution #3 of 2019 be it resolved that the Board has approved and adopted the Meadow Brook Medical Care Facility DCP (“Plan”) to provide employees of the Organization / Agency with retirement benefits made by Melissa Zelenak, seconded by Mike Paradis, all yeas, motion carried.

Motion to approve Resolution #4 of 2019 be it resolved that the members of the Board are hereby jointly and severally authorized to take such actions and to execute such documents as they deem necessary or desirable in order to carry out the intent of the foregoing resolution and required under the Plan to make the Plan fully effective in accordance with its terms and intent made by Melissa Zelenak, seconded by Mike Paradis, all yeas, motion carried.

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

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

Motion to adjourn at 11:25 a.m. by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board