

3/28/19

The March 2019 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, March 28, 2019 at Meadow Brook Medical Care Facility. Fred Harris, Chairman, called the meeting to order at 9:00 a.m. Those present were Fred Harris, Chairman; Mike Paradis; Member; Melissa Zelenak, Member; Jen Duch, Antrim County DHHS Program Manager; 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.

Guests: Ed Boetcher, Antrim County Commissioner; Leslie Meyer, Antrim County Emergency Planning Coordinator and Mike Gank, Operations Manager (911).

Public Comment: None.

Meeting minutes of the Regular Meeting 2/28/19, motion to approve and accept corrected minutes as presented by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Jen Duch, Antrim County DHHS Program Manager reported with updates on: 1. No expenditures for February. 2. Received first appropriation of the year has been requested in the amount of \$7,437.00. 2. Article – MDHHS Director Robert Gordon, in federal court, outlines plan to improve outcomes for children and families. 3. Made tremendous strides in the application backlog, in one month went down from 2,038 to 245 overdue programs. 4. Working on annual engagement plan.

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

Marna Robertson, Meadow Brook Administrator presented to the Board updates on: Major Activity 2019 – 1. RAVE - Webinar during board meeting; I have been in contact with Leslie Meyer, County Emergency Coordinator regarding sharing the current RAVE system. There is a possibility to utilize the Messaging component. She is looking into this for me.

2. 5 Star CMS Rating (Nursing Home Compare) - The April 2019 changes include revisions to the inspection process, enhancement of new staffing information, and implementation of new quality measures. Lifting of the 'freeze' on the health inspection ratings instituted in February 2018. This resumes the three-year look back period.

- Higher thresholds and evidence - based standards for nursing homes' staffing levels. Currently, facilities that report seven or more days in a quarter with no registered nurse onsite are automatically assigned a one-star staffing rating. In April 2019, the threshold for the number of days without an RN onsite in a quarter that triggers an automatic downgrade to one-star will be reduced from seven days to four days.
- Includes adding measures of long-stay hospitalizations and emergency room transfers,
- Deleted the long term measure for physical restraints.
- CMS is also establishing separate quality ratings for short-stay and long-stay residents and revising the rating thresholds to better identify the differences in quality among nursing homes making it easier for consumers to find the right information needed to make decisions.

3. New CMS guidelines for IJ citations effective March 22, 2019. This is a revision from 2004 guidance. To cite immediate Jeopardy 3 elements must be met:

- Noncompliance with specific F-tag
- Caused or created a likelihood that serious injury, harm, impairment or death to one or more recipients would occur or recur: and

- Immediate action is necessary to prevent the occurrence or recurrence of the serious injury, harm impairment or death to one or more recipients.
- 4. Attending the Michigan Legislative Conference 25<sup>th</sup>-28<sup>th</sup>. 5. Plant Moran Auditors here the week of 3/11-3/15. No major issues to date. 6. Out Patient Therapy – Preparing for recertification in June.
- 7. End of year analysis:
  - a. Total of 28 patients
  - b. Payer Sources: Medicare, Private and Medicare Advantage
  - c. Age ranges: 40-80
- 8. Plan of Correction- Completed and accepted by the State.
- 9. Idea in Progress: working with HR to do outreach campaign with all School guidance counselors in Antrim County. We want to target juniors and seniors who don't have immediate college plans.

Cheryl Patton, Meadow Brook Director of Nursing reported to the Board with updates on: 1. Staffing - continue to interview for Universal Workers / C.N.A. opening on 3p-11p and 11p-7a. Still have 8 opening on 11p-7a for Universal Workers. 2. Equipment – Reviewing nursing budget for 2019 and ordering 1<sup>st</sup> quarter budgeted items. 3. Compliance – Three outstanding Facility Reported Incidents (FRI's) – One for a fall; One for an incident with a wheelchair and one for a male resident who wandered into a female resident room. Transitioning to Munson Healthcare April 1, 2019 for Laboratory Services. 4. John and Cheryl have been looking at beds as some of them are starting to malfunction.

Leslie Meyers, Antrim County Emergency Planning Coordinator discussed that Meadow Brook can use the RAVE Messaging system licensed as its own “Agency” off of the Counties plan which will save \$3-5,000.00 a year. Leslie also discussed that she is working with Meadow Brook on a COMMS plan with the God Radios (800 mhz) for emergency management.

John McCleese, Meadow Brook Director of Maintenance reported to the Board with updates on: 1. Heating / Cooling : Piping in 1 of 2 boilers for Meadow View Apartments appears to be clogged. We are unable to isolate it to shut it down and pull piping apart until May or June. 2. Jordan house and Orchard Hill Smoke barriers: The Jordan House double doors have been installed, we are still waiting on the dampers for Orchard Hill smoke barrier wall. 3. Outlet Testing: We discovered a lot of hidden or hard to reach GFCI (Ground Fault Circuit Interrupter) outlets in the household kitchens. Since a monthly test of each outlet is required we hired F&Z Electric to install GFCI Breakers in the panels and use standard outlets in the hard to reach areas. We are required to test outlets within 6 ft of a bed at intervals recommended by the manufacturer. Since the manufacturer does not have a recommended test frequency, we chose to have them tested every five years and currently working with Arndt Electric to get the first test completed. 4. Staffing - Jacob Collins has accepted the open maintenance position and starts on April 1, 2019.

Dan Breslin, RAVE Demonstration presented by powerpoint on how the system works.

David Schulz, Meadow Brook Administrative Services Director reviewed with the Board the January 2019 Financial Reports:

1. Census: January 84.5% vs. December 89.2% YTD 84.5% and Budgeted at 91%.
2. Net Loss/Gain for January \$55,921.00 vs. December (\$273,030.00) YTD 2019 \$55,921.00
3. Cost Per Patient Day for January \$431.51 vs. December \$418.21 YTD 2019: \$431.51.
4. Accounts Receivables Balance: January \$1,355,721.00 vs. December 1,448,049.00 (33 days).
5. Private Pay Past Due Accounts: January \$142,553.35 vs. December \$134,034.60
6. Restricted Funds Balances: January \$849,375.62 vs. December \$851,770.76
7. Depreciation Fund Balances: January \$488,754.96 vs. December \$140,725.34
8. General Cash Balance: January \$4,110,205.34 vs. December \$4,054,880.28

9. Contingency Fund Balance: January \$1,518,965.59 vs. December \$1,517,372.30
10. Meadow View Apartments Report: January \$500.79 vs. December \$11,390.05 Occupancy at 86% YTD \$500.79.
11. Meadow View Apartment Quote for lightning protection system in the amount of \$6,800.00.
12. Received invoicing for the Jordan House fire doors. Will bring for to next month's meeting for budget amendment.
13. Update on eviction process with Meadow View Apartment tenant.
14. Plante Moran Audit went very well.
15. Moving forward with integration with Kronos for Timekeeping, Human Resources and Payroll – should be fully integrated in July.

Motion to approve Lightning Protection system by Sleeping Bear Lightning Protection in the amount of \$6,800.00 by Melissa Zelenak, seconded by Fred Harris, all yeas, motion carried.

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

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

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

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

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Fred Harris, Chair

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Maureen Clore, Secretary to the Board