

6/27/19

The June 2019 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, June 27, 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; Vice Chairman; Maureen Clore, Antrim County DHHS Director; 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.

Public Comment: None.

Guests Present:

Meeting minutes of the Regular Meeting 5/23/19, motion to approve and accept corrected minutes as presented by Mike Paradis, seconded by Fred Harris, all yeas, motion carried.

Maureen Clore, Antrim County DHHS Director reported with updates on: 1. No expenditures for May. 2. Maureen requested funding for Melissa Zelenak to attend the Michigan Counties Annual Conference in Traverse City. The cost of the conference is \$525.00. 3. UCL improvements were released on 6/24/19. Human Centered Design Team came to Emmet County to discuss the system and to hear local office recommendations. 4. Staff participated in the Active Shooter Drill in Central Lake, which was very beneficial. 5. Handle with Care will be rolled out in every school in the fall with the help of local law enforcement. 6. ISEP Federal Hearing scheduled for 6/27/19. More improvements have been made to the modified settlement agreement. 7. MCSSA meeting times was provided as well as information regarding the annual conference in September.

Motion to approve and support funding request for Ms. Zelenak to attend conference made by Mike Paradis, seconded by Fred Harris, all yeas, motion carried.

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

John McCleese, Meadow Brook Director of Maintenance reported to the Board with updates on: 1. Jordan House and Orchard Hill Smoke Barriers: The Fire Marshall is scheduled to be here July 1, 2019 to inspect both projects. 2. Annual Door Inspections: Door inspections are complete. We will need to replace several doors next year. 3. Disaster Preparedness: Participated and learned a lot from the Central Lake Public Schools Active Shooter Drill. 4. Access Controls: I am working on getting quotes for a new access control system. 5. Courtyard Sidewalk Project: Of the three contractors I contacted only one is working on a new quote. We ran an ad in the Antrim Review hoping to get a few more quotes for the Board to review / approve at the July 25th meeting.

Marna Robertson, Meadow Brook Administrator presented to the Board updates on: 1. Sent RAVE submission awaiting approval. I have been in contact with our representative on next

steps, training etc. 2. Attended MCMCF Spring Conference 6/3 - 6/6. Legal updates, State updates. 3. Cheryl and Carl did presentation at COA on balance machine. Well received. COA would like us to do another demo in the early fall. 4. Census and Staffing. I have given the directive to fill up Long term empty beds in all houses except Jordan house. I will review in August. 5. Participating in the Central Lake Active Shooter event at the School on 6/19. 6. Posted David's position. 7. Budget should be finalized, will be meeting with David in the next week or so to review and present. 8. Therapy Manager, Carl Heldt from Concept Rehab was let go. Have a new Therapy Manager Leah Moliter.

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

Staffing:

- 2 Household Assistants are in the Grandvue class for Nurse Aide Training
- Separated employment with One full time RN on the 11p – 7a shift
- Continue to interview for Household Assistant positions
- Open Charge Nurse position on 3p – 11p (anticipating 2)

Equipment:

- Received 20 new beds for Antrim Lodge along with 20 mattresses - very nice equipment
- Plan to order the same brand / type of beds and mattresses next year to continue replacement of worn / older beds in house

Compliance:

- State of Michigan Surveyor in on 6/5/19 for investigation of Facility Reported Incident (FRI) -a resident fall - cleared, no citations issued
- Relias a web based education In-Service Education company - proposal for service to Meadow Brook MCF
- Michelle Gaylord and Cheryl Patton attended Infection Preventionist Conference. Waiting to take the test to be certified Infection Preventionist.
- Working on Coumadin orders.
- Working on Side Rail compliance.

Motion to approve agreement with web based training program RELIAS for inservicing staff – first year including setup is \$19,050.00 yearly thereafter \$16,450.00 made by Fred Harris, seconded by Mike Paradis, all yeas, motion carried.

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

1. Census: April 84.4% vs. March 85.7% YTD 85.0% and Budgeted at 91%.
2. Net Loss/Gain for April (\$112,292.00) vs. March (\$385,277.00) YTD 2019 (\$473,113.00).
3. Cost Per Patient Day for April \$443.34 vs. March \$422.70 YTD 2019: \$430.04
4. Accounts Receivables Balance: April \$1,361,487.00 vs. March \$1,313,521.00 (32 days).
5. Private Pay Past Due Accounts: April \$174,131.17 vs. March \$147,420.65
6. Restricted Funds Balances: April \$682,151.53 vs. March \$682,128.48
7. Depreciation Fund Balances: April \$436,597.80 vs. March \$473,254.28

8. General Cash Balance: April \$5,060,169.13 vs. March \$5,004,621.43
9. Contingency Fund Balance: April \$1,523,975.32 vs. March \$1,521,820.56
10. Meadow View Apartments Report: April (\$623.25) vs. March (\$1,526.67) Occupancy at 87% YTD \$207.59.
11. Update on Meadow View Apartments new signage has been installed; possible car port quote and occupancy. Quote for \$30,000.00, still gathering cost information.
12. Medicaid Auditor Team (Grayling) – received notice that they are being relocated to Lansing.
13. Draft Budget 2020

Motion to approve Draft Budget 2020 made by Mike Paradis, seconded by Fred Harris, all yeas, motion carried.

David Schulz, Meadow Brook Administrative Services Director presented April 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 11:00 a.m. by Fred Harris, seconded by Mike Paradis, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board