

1/25/18

The January 2018 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, January 25, 2018 at Meadow Brook Medical Care Facility. Fred Harris, Chairman, called the meeting to order at 9:06 a.m. Those present were Fred Harris, Chairman; Rick Teague, Vice Chairman; Maureen Clore, Antrim County DHHS Director; Melissa Zelenak, Antrim County Commissioner Liaison; Marna, Robertson, Meadow Brook Administrator; David Schulz, Meadow Brook Director of Administrative Services; Ben McGuire, Meadow Brook Systems Administrator; Cheryl Patton, Meadow Brook Director of Nursing; John McCleese, Meadow Brook Director of Maintenance; Kristina School, Meadow Brook Corporate Compliance and Rhonda Groeneveld, Meadow Brook Administrative Assistant, Acting Secretary for Antrim County Human Services Board.

Mike Paradis, Member in attendance via Facetime.

Public Comment: None.

Meeting minutes of the Regular Meeting 12/21/17, motion to approve and accept as presented by Mike Paradis, seconded by Rick Teague, all yeas, motion carried.

Fred Harris presented the evaluation form he received to be completed for Maureen Clore from the Department of Health and Human Services.

Maureen Clore, DHHS Director, with updates on: 1. Expenditures: \$649.75 for December. An additional \$2,134.64 was spent in FY17 and will be reflected on the January spreadsheet. Due to processing issues with the DHHS's new financial system, these expenditures were not reflected in the DHHS December financial report, yet the funds were expended in December. 2. New Assistance Application launched on Monday. Much more condensed application process. 3. Reviewed stats on a 3-year look back on Total Eligible Recipients by Program; Total Cases, Recipients and Payments for FIP, FAP, SDA, CDC and SER Benefits; Total Eligible Medicaid Case and Recipients. 4. Antrim County ranked 35th statewide in child well-being by Kids Count Book. 5. Adoption Numbers – only finalized one adoption. We have 9 children available currently in Antrim County. 6. One open position in Charlevoix / Emmet.

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

Motion to approve spending to pay MCSSA dues in the amount of \$1,436.55 made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Marna Robertson, Meadow Brook Administrator presented 30 Year Service pin to Debra Somers, Universal Worker. Thank you Debra for your continued service to Meadow Brook Residents!

Kristina School, Meadow Brook Corporate Compliance presented to the Board and update on: 1. HIPPA 2. Continuing to monitor Business Associate Agreements. 3. Continuing to educate staff via Meadow Brook Messenger on Corporate Compliance / HIPPA information.

Marna Robertson, Meadow Brook Administrator presented to the Board updates on: 1. Outpatient Therapy Services – We received our approval from CMS on 12/28/17! Next steps are to apply to private insurance companies: BCBS, Priority Health, etc. Billing team is currently completing applications to submit billing. 2. ACT – Severe weather concerns, discussed one incident on 1/03/18. 3. Heating System – major issues with system. We need to look at global changes. I've asked David and John to bring current costs of system to for the last 3-5 years. 4. Staffing Brainstorming Meetings – Starting back up with work group meetings twice a month to help with staff retention. Some of the items we are going to focus on is holding off on Kitchen Training for new employee's after they complete their 90 days. Another focus is we identified Mentors for each household to personally mentor the new staff. Also looking at revamping the

hiring and orientation process. We have a new CNA class starting on Monday – we have 8 total students. One of the students is from MRS (Michigan Rehab Services). Continuing to work with Central Lake Schools with their Career Tech Program with students that don't want to go to college but may be willing to work here and go through our CNA Class. 5. We have a new Medical Director effective 2/4/18, Dr. Peter Viall, MD. 6. Social Media – Facebook is going well, Rhonda is doing an excellent job! Website is being updated with Foundation tab and New Outpatient Therapy information. 7. Disaster Preparedness – team is participating in CMS Region 7 Webinar 1/17/18. I'm also hearing rumblings of preparation of nuclear blasts. Marna will be attending a FEMA Workshop in February in Gaylord. 8. New Admissions Coordinator Angela Sehl. Kris Allison is now with Social Services in Discharge Planner role. 9. Insurance changes for Part B regarding Therapy Services. Some Advantage plans, BCBS are now requiring prior authorization for an evaluation and commencement of therapy. We are developing internal systems to comply with this. 10. Employee Handbook – updates have been made and presented to legal counsel for final approval and will be available on our internal website. 11. Turkey Talk – spoke with Linda Gallagher about turkey population in Antrim County. Back in 1995 there used to be 10,000 turkeys and now they are about 1,000. Marna has asked Linda to come speak at our Resident Council meeting to see if Resident Council would sponsor Turkey Talk sessions and how Meadow Brook is impacting the survival of the bird population.

John McCleese, Meadow Brook Director of Maintenance presented to the Board updates on:

1. Window Project Update: Progressive engineering is working on a contract with Standard Lumber to ensure we receive the same pricing on the windows for spring installation.
2. Federal Fire Marshall Visit: Work has started on the delayed Egress project and the smoke barrier wall on 3rd floor.
3. Heating Issues:
 - a. After my last report of 2 Daiken systems needing compressors and being repaired we began to see more failures at a very rapid rate leaving us with 9 of the 15 systems having major issues. I contacted the Daiken representative Gregg Dunn and asked him for assistance in diagnosing the issues and in getting Airtech to complete work from 2 years ago to hook us up for the monitoring they recommended. Daiken and Airtech sent several people out and they recorded information that they will study further and report their findings to us.
 - b. After this latest Daiken failure, I do not believe any of the “Dog House” over the Daiken units or Preheating of the makeup air solutions we have previously discussed are the direction we should go, these ideas were to avoid having to install some sort of a new heating system. I strongly recommend that we start to look at a reliable primary heat source such as a hot water boiler system and use a local engineer and contractor that we trust to design a system that will work for us and keep the Daiken system for air conditioning and shoulder season heating.
 - c. Total Repair Cost from 8/04/15 to present: \$170,979.72 with an estimated \$60,000.00 for recent repairs we have not been billed for yet.

Cheryl Patton, Meadow Brook Director of Nursing reported to the Board with updates on: 1. Flu Vaccines and low herd immunity. Will be making significant changes for next year. 2. Nurse Aide class starts Monday with 8 students. 3. Implemented a Influenza and Respiratory Outbreak Policy. 4. Working on Clinical Element Pathways – Nursing's first one is focusing on Pain. 5. New Medical Director, Dr. Peter Viall, MD. We have a standing weekly meeting to keep communication open.

Adjourn for break at 11:02 a.m.

Reconvene from break at 11:05 a.m.

David Schulz, Meadow Brook Administrative Services Director reviewed with the Board the November 2017 Financial Reports:

1. Census: November 97.1% vs. October 96.7% YTD 92.5% and Budgeted at 92%.
2. Net Loss/Gain for November \$110,417.00 vs. October (\$226,949.99) YTD 2017 (\$75,136.00).
3. Cost Per Patient Day for November \$377.83 vs. October \$401.03 YTD 2017: \$380.29.
4. Accounts Receivables Balance: November \$1,625,297.00 vs. October \$ 1,782,300.00 (34 days).
5. Private Pay Past Due Accounts: November \$190,429.58 VS. October \$193,944.61
6. Restricted Funds Balances: November \$850,685.95 vs. October \$850,469.84
7. Depreciation Fund Balances: November \$175,102.70 vs. October \$175,073.92
8. General Cash Balance: November \$4,287,234.45 vs. October \$4,122,956.88
9. Contingency Fund Balance: November \$1,502,893.56 vs. October \$1,495,648.52
10. Meadow View Apartments Report: November \$3,853.42 vs. October (\$10,025.23) Occupancy at 87% YTD \$7,061.26.
11. Window replacement for one of the Meadow View Apartment window. Received a quote to fix and replace the window.

Motion to approve estimate for replacement and fix window in apartment #302 by Mike's Glass in the amount of \$986.77 made by Rick Teague, seconded by Mike Paradis, all yeas, motion carried.

Motion to approve the November Financial Reports made by Fred Harris, seconded Rick Teague, all yeas, motion carried.

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 11:15 a.m. by Fred Harris, seconded by Mike Parads, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board