

10/25/18

The October 2018 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, October 25, 2018 at Meadow Brook Medical Care Facility. Fred Harris, Chairman, called the meeting to order at 9:13 a.m. Those present were Fred Harris, Chairman; Rick Teague, Vice Chairman; Mike Paradis; Member; Jennifer Duch, Antrim County DHHS Program Manager; Melissa Zelenak, Antrim County Commission Liaison, Marna, Robertson, Meadow Brook Administrator; David Schulz, Meadow Brook Director of Administrative Services; Cheryl Patton, Meadow Brook Director of Nursing; John McCleese, Meadow Brook Director of Maintenance; and Ramona Belanger, Meadow Brook Acting Secretary for Antrim County Human Services Board.

Public Comment: None.

Meeting minutes of the Regular Meeting 9/27/18, motion to approve and accept corrected minutes as presented by Mike Paradis, seconded by Rick Teague, all yeas, motion carried.

Jenn Duch, Antrim County DHHS Program Manager reporting for Maureen Clore, DHHS Director with updates on: 1. No expenditures for September. 2. Requested \$2,620.00 from County for final FY18 appropriation. 3. Trauma/ACES initiative is going well with community and school presentations occurring in the County. 4. No word back regarding bringing SNAP to the Bellaire Farmer's Market. 5. Universal Caseload is working but the system is somewhat backlogged. Staff are finding solutions. 6. Child welfare funding cuts occurred which will affect counseling, flex and some contracts. 7. Antrim and Emmet DHHS have current vacancies.

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

Kris School, Meadow Brook 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. Updated HIPAA policy to include section about "protecting PHI in the workplace" and also updated the employee/volunteer/student nondisclosure agreement. (see highlighted) 7. Working on obtaining background check information on individuals who are independently contracted and those granted clinical privileges that have regular direct access to residents or resident information (such as the phlebotomist, pharmacy consultant, mobile X-ray personnel, etc) this is a requirement with the Public Health Code and we need to be in compliance for our next state survey sometime in January 2019.

Marna Robertson, Meadow Brook Administrator presented to the Board updates on: 1. Annual Survey 8/6 - 8/10. Our date is certain for overall compliance is 9/28. Resurvey was conducted on 9/29-9/30. Substantial compliance achieved. 2. Union Negotiations- 10/10 full contract. No resolution. Will move to 10/17 alternate date. 3. CNA Training Partner - Received proposal from NCMC regarding CNA training very cost prohibitive at \$1,500.00 / student! I have reached out to Grandvue again to see if they would be willing to partner with us and allow us to use their Proprietary School as our waiver program? In the meantime Grandvue will train our students as we have 6 ready and we don't want to hold things up. 4. October 13th planned Disaster with the County. Letter to families will be sent in the next newsletter, October billing statements and will be put on the Facebook and media stations to alert folks that it is a drill and not to panic. I also spoke to Resident Council about this at their September meeting. 5. Attending

Housing Summit in Traverse City on 10/22 with David. 6. Rhonda attended Senior Care Sales and Marketing Summit in Chicago. This conference focused on marketing for senior care including Social Media Strategies, Digital Transformation, Marketing to the Adult Daughter, Social Media Data Analytics, The Caregiver's Journey; Successful Talent Recruitment / Engagement and Retention and more. 7. Community Open House for Halloween 6:00 p.m. - 7:30 p.m. 8. Trespass after Warrant on a visitor who has made threatening statements towards resident and DPOA. 9. Just a reminder that the November date for the Board Meeting is Thursday, November 15th at 9:00 a.m. We need to look at our calendars and pick a date for our December meeting. 10. Water Sample Results from DEQ – we are good! ☺ 11. A special thank you to Rick Teague for your dedicated service to our Board – you will be missed ☺

November 15, 2018 Board Meeting will be held in Administrative Conference room. Rhonda Groeneveld, Meadow Brook Administrative Assistant will email Board members to pick a date in December.

Marna Robertson presented to Rick Teague a plaque in honor of his years of service to the Antrim County Health and Human Services Board for the past 6 years. In honor of Rick's service, Meadow Brook will be making a \$100.00 donation to the Antrim County Animal Shelter on his behalf.

Cheryl Patton, Meadow Brook Director of Nursing gave updates to the Board on: 1. FRI 2. Equipment – new EKG machine. Cost is under \$5,000. 3. Mattresses – purchasing 20 new mattresses. 4. Resident Dental Issue. 5. Wheelchair Issues – taking to machinist for modifications involving two wheelchairs. 6. LPNs – 2 irregular part time, 1 regular part time. Need full time RN or LPN on 3-11.

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

1. Lighting:
 - a. We are having difficulties trying to replace can lights with LED fixtures. We started replacing them one floor at a time and the manufacturer quit making the model that worked for what we are doing.
 - b. We are also looking for alternative over bed light fixtures and exterior wall lights. The over bed fixtures are \$750.00 each and the exterior wall packs are close to \$3,000.00 each.
2. Kitchen Floors:
 - a. We will be installing tile in the Orchard Hill kitchen next week and then installing in Grass Creek the week after. The cost of repairing even a small area of the epoxy floors is close to half of the cost to tile the floor so we will tile each floor as repairs are needed. I received quotes to remove and reinstall equipment and install tile in both kitchens for a total of \$13,299.00

Motion to approve expenditure for installation of kitchen tiles in Grass Creek and Orchard Hill kitchens in the amount of \$13,299.00 made by Fred Harris and seconded by Rick Teague, all yeas, motion carried.

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

1. Census: August 90.3% vs. July 89.6% YTD 91.7% and Budgeted at 91%.
2. Net Loss/Gain for August (\$325,495.00) vs. July (\$261,606.00) YTD 2018 (\$1,547,924.00)
3. Cost Per Patient Day for August \$386.91 vs. July \$415.53 YTD 2018: \$403.94.
4. Accounts Receivables Balance: August \$1,711,197.00 vs. July \$1,629,833.00 (38 days).
5. Private Pay Past Due Accounts: August \$196,860.90 vs. July \$212,267.07
6. Restricted Funds Balances: August \$849,662.23 vs. July \$851,369.88
7. Depreciation Fund Balances: August \$826,166.58 vs. July \$826,026.26

8. General Cash Balance: August \$3,004,128.99 vs. July \$3,768,537.48
9. Contingency Fund Balance: August \$1,512,235.10 vs. July \$1,511,428.79
10. Meadow View Apartments Report: August \$2,400.66 vs. July (\$4,699.72) Occupancy at 91% YTD (\$7,735.95)

Motion to approve Financial Report as presented made by Mike Paradis, seconded by Rick Teague, all yeas, motion carried.

Motion to approve the amended 2019 Operations Budget, made by Rick Teague, seconded by Mike Paradis. All yeas, motion carried.

Motion to approve Resolution #5 of 2018 to increase the daily Private Pay Rate from \$325.00 to \$340.00 effective January 1, 2019, made by Rick Teague, seconded by Mike Paradis. All yeas, motion carried.

Motion to approve Union Staff wage increase of \$.35 per hour effective November 4, 2018, made by Fred Harris, seconded by Mike Paradis. All yeas, motion carried.

Motion to approve Non Union Staff wage increase of 2% increase per hour effective November 4, 2018, made by Rick Teague, seconded by Fred Harris. All yeas, motion carried.

Motion to approve the increase in the 2019 monthly Health, Dental and Vision insurance cap to \$586.00, effective December 1, 2018, made by Mike Paradis, seconded by Rick Teague. All yeas, motion carried.

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

Motion to adjourn at 11:10 a.m. by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board