

10/26/17

The October 2017 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, October 26, 2017 at Meadow Brook Medical Care Facility. Fred Harris, Chairman, called the meeting to order at 9:07 a.m. Those present were Fred Harris, Chairman; Rick Teague, Vice Chairman; Michael Paradis, Member; 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.

Public Comment: None.

Meeting minutes of the Regular Meeting 9/28/17, motion to approve and accept as presented by Mike Paradis, seconded by Rick Teague, all yeas, motion carried.

Jen Duch, DHHS Program Director, reported for Maureen Clore with updates on: 1. Expenditures: \$518.00 for Pigs Eating Ribs for Foster Parent Picnic. 2. Foster Parent Picnic was a huge success. Fred Harris and Rick Teague attended. 3. Maureen is working on the full Staffing Package. 4. Maureen is attending a National Judicial Engagement meeting with the Judge of Little Traverse Bay Band of Odawa Indians.

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

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

1. Water Management:
 - a. We discovered a flaw with the original plan to soften /chlorinate the city supply. The location that was originally selected to do the tie in will not work. The solution would be to run new pipe all the way from the city connection to the softner room. I received new quotes for a total of \$11,206.00. \$1,709.00 more than the original approved amount.
 - b. The DEQ District Engineer suggested that we may be able to run a new line from the city supply back to where we chlorinate our water and have a flow switch to activate our existing chlorinator to chlorinate the city supply. I will research and inform the Board if this is an option vs. the current plan to chlorinate the city water supply.
 - c. I attended a Fall Regional Drinking Water Operator conference on 10/25/17. Lots of new Legionella Regulations / Sampling coming in the near future.
 - d. The DEQ performed our 3 year Sanitary Survey on 10/25/17. We did not receive any citations; however they recommended we install eyewash / shower near our chlorinator.
2. Staffing Update: Derek Crider has accepted the 9:00 am to 5:00 pm position and will be transferring from the Nursing Department on 12/01/17.
3. Window Project Update: Work is schedule to being on November 13, 2017.
4. Roof Leaks: On 10/24/17 we experiences several roof leaks with one leak causing some damage to light fixtures and drywall in the Cedar River Laundry Room. It appears the air handler on Cedar River was pulling in water. Arrow Roofing found five holes in the roof that were likely the cause of the other leaks. The air handler has been repaired and the holes have been sealed.
5. Water Drainage: Area in front of Meadow View Apartments where water was pooling has been resolved.

Marna Robertson, Meadow Brook Administrator reported to the Board with updates on:

1. Annual Survey from CMS: Week of October 2nd-5th

We received 4 citations in these areas:

- Dignity- 2 resident's had visible catheter bags and although these were care planned, it was a dignity citation d/t the fact it may have upset other resident's/family etc.
- Resident decline was not triggered for a Significant Change MDS. (1 resident)
- Weight loss d/t poor oral status- (1 resident) we are IDR'ing this one.
- Infection control- Catheter Care, Wound Care, and Linens in the hallway.

Concerns but no citations:

- Monitoring Depression for 1 resident
- Finger Sticks- worried we were doing to many for folks that didn't need them.
- Hand Washing- staff members were observed not taking enough time during hand washing.

FRI Results 2567 Received on 10/9/2017

- F279 Care Planning- Level D
- F323 Accidents and Supervision- Level G

Level G is at Harm level and we disagree. We have submitted the Informal dispute resolution (IDR) along with the Plan of Correction.

We met the new Fire Marshall Ryan Byrne good conversation and good survey with him. I believe we will have 2 minor citations but I am waiting for his 2567.

- Signage for K extinguishers in the kitchens
- Classroom had two power strips plugged into each other
- Verbiage to change in Disaster Manual- Update to Fire Watch.

2. Window Project Update – October 13, 2017 window vendors' came onsite again for double checks. ETA on Windows will be the middle of November.

3. Union Negotiations - November 18, 2017. Vote took place yesterday. Union Staff agreed to \$.35 cents an hour increase.

4. Board Appointments will remain the same! – Fred Harris and Mike Paradis will be reappointed to the ACHS Board.

5. 2018 Budget and CAR review.

6. Attending Northwest Michigan Housing Summit with Commissioner Zelenak and David Schulz on October 16, 2017.

- Marna has submitted Letter of Interest for the participating on the Board of the Housing Commission and NLEA (Northern Lakes Economic Alliance).

Kristina School, Meadow Brook Compliance Office provider the Board with updates on: 1. Only 3 HIPAA investigations year to date. 2. Continue to monitor Business Associate Agreements. 3. Continue to meet bi-monthly with Lindsey Best, Meadow Brook Medical Director.

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

1. Discussed vaccines. Will look into offering a Flu Clinic to the public next year.
2. Plan Of Correction
3. Staffing Crisis

4. TBA Career Tech Students started yesterday – 3 students (1) from Alba and (2) from Mancelona are in the 2 year training program. They will be at Meadow Brook every Wednesday from 8am – 12 noon through the middle of January.

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

1. Census: August 95.4% vs. July 93.9% YTD 90.9% and Budgeted at 92%.
2. Net Loss/Gain for August (\$63,933.00) vs. July (\$234,111.00) YTD 2017 (\$447,473.00).
3. Cost Per Patient Day for August \$378.91 vs. July \$437.58 YTD 2017: \$382.02.
4. Accounts Receivables Balance: August \$1,723,046.00 vs. July \$1,580,626.00 (37 days).
5. Private Pay Past Due Accounts: August \$175,231.74 vs. July \$198,472.08
6. Restricted Funds Balances: August \$845,047.01 vs. July \$844,5832.21
7. Depreciation Fund Balances: August \$175, 015.42 vs. July \$281,429.85
8. General Cash Balance: August \$3,651,600.69 vs. July \$4,289,295.34
9. Contingency Fund Balance: August \$1,500,346.70 vs. July \$1,499,848.35
10. Meadow View Apartments Report: August (\$1,501.00) vs. July (\$1,574.05) Occupancy at 84% YTD \$8,228.54.
11. Revised 2018 Operations Budget
12. Discussed Resolution #5 to increase Private Pay Rate from \$315.00 to \$325.00 per day.
13. Union Negotiation Wage Increase and Non Union Wage Increase
14. 2018 CAR Budget

Motion to approve the August Financial Reports made by Mike Paradis, seconded Rick Teague, all yeas, motion carried.

Motion to approve the amended 2018 Operations Budget made by Mike Paradis, seconded by Rick Teague, all yeas, motion carried.

Motion to approve Resolution #5 of 2017 to increase the daily Private Pay Rate from \$315.00 to \$325.00 effective January 1, 2018 made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Motion to approve Union Staff wage increase of \$.35 per hour effective November 5, 2017, made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Motion to approve Non Union Staff wage increase of 2% increase per hour effective November 5, 2017, made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Motion to approve Marna Robertson the authority to move forward and sign on Union Agreements made by Fred Harris, seconded by Mike Paradis, all yeas, motion carried.

Motion to approve and accept the 2018 Capital Appropriation Budget in the amount of \$427,500.00 made by Mike Paradis, seconded by Fred Harris, all yeas, motion carried.

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

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

Motion to adjourn at 11:47 p.m. by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board

