

11/15/18

The November 2018 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, November 15, 2018 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; Rick Teague, Vice Chairman; Mike Paradis; Member; Maureen Clore, Antrim County DHHS Director; 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 and Rhonda Groeneveld Meadow Brook Administrative, Meadow Brook Acting Secretary for Antrim County Human Services Board.

Public Comment: None.

Meeting minutes of the Regular Meeting 10/25/18, motion to approve and accept corrected minutes as presented by Mike Paradis, seconded by Rick Teague, all yeas, motion carried.

Maureen Clore, Antrim County DHHS Director reported with updates on: 1. Received \$2,620.00 from the 2nd appropriation from County. 2. Expenditures for October \$96.03 for sports equipment for Foster Parent Sports Equipment. 2. Alice in Antrim County 2015 Point In Time Data (Asset Limited Income Constrained Employed) 3. Legislative Updates – Lead Agency on 230 Bills. One the big ones is (a) Safety Baby Boxes – Safe Delivery Act. (b) Raise the Age – keeping juveniles into the system until they are at the age of 18. (c) Weapons in Foster Homes. 4. CPS Audit – moving quickly as a department to improve CPS Policy and Compliance. 5. Developing Peer Review Teams within the next year and half. 6. Universal Caseload is proving to be challenging. Took 758 phone calls just yesterday. Causing frustration and aggression and causing more foot traffic into the office. 7. Still waiting on the Staffing Package. 8. Hired a CPS Worker that starts on December 3rd. 8. Melissa Zelenak will be our new Board Member starting January 2019.

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

Marna Robertson, Meadow Brook Administrator presented to the Board updates on: 1. Community Open House for Halloween 6pm-7:30 pm was fun and enjoyable for all who attended. 2. State here on November 5th to review 2 Facility Reported Incidents. Cleared on both with no citations. 3. Exploring the idea of providing a light employee meal – Soup / Sandwich and Salad. Looking at cost under \$5.00. Rhonda will be doing a survey monkey to see if there is enough staff interest. 4. Safety Manual overhaul in the works. 5. Meadow Brook is hosting a Community Blood Drive Monday, November 19th in the Meguzee Hall. 6. David and Marna will be at the Fall Financial Conference on November 28th and 29th. 7. New Payroll and Accounts Payable software changes. Our existing MDI / Matrix is changing platforms. 8. Open Enrollment for Employees this week. 9. We had a bear visiting us – discontinued filling the bird feeders to deter him from coming around. 10. New Marijuana Law memo for all staff. 11. David is getting with our web designer to make our Online Employment Application live on our website.

Marna Robertson reported on behalf of John McCleese, Meadow Brook Director of Maintenance with updates on: 1. The heating system is working great. Temperature Control has been here every day tweaking the system.

Cheryl Patton, Meadow Brook Director of Nursing gave updates to the Board on: 1. Three Clinical Care Coordinators attended a Point Click Care Summit in Nashville. They all learned a lot about our software program and updates. 2. Moving forward in-house on CLIA Waived testing equipment for some lab work that Dr. Viall requests. 3. Continuing to work through issues with the new schedule. 4. Hiring a brand

new LPN. 5. Vital Signs Tower – was supposed to go live on Tuesday, the vendor is working on the issues on their end. Should be resolved yet this week.

Convene for break 10:30 a.m.

Reconvene from break

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

1. Census: September 92.4% vs. August 90.3% YTD 91.8% and Budgeted at 91%.
2. Net Loss/Gain for September \$373,081.00 vs. August (\$325,495.00) YTD 2018 (\$1,169,555.00)
3. Cost Per Patient Day for September \$384.79 vs. August \$386.91 YTD 2018: \$401.82.
4. Accounts Receivables Balance: September \$1,634,997.00 vs. August \$1,711,197.00 (36 days).
5. Private Pay Past Due Accounts: September \$193,605.55 vs. August \$196,860.90
6. Restricted Funds Balances: September \$849,858.35 vs. August \$849,662.23
7. Depreciation Fund Balances: September \$676,974.85 vs. August \$826,166.58
8. General Cash Balance: September \$3,283,330.83 vs. August \$3,004,128.99
9. Contingency Fund Balance: September \$1,513,107.08 vs. August \$1,512,235.10
10. Meadow View Apartments Report: September \$4,008.21 vs. August \$2,400.66 Occupancy at 90% YTD \$165.59.
11. Revised 2018 CAR Budget to include official amount of Household Floor Replacement for \$13,299.00 that was approved on 10/25/18.
12. 2019 CAR Budget Request \$325,000.00 that includes Original Courtyard renovation; Remainder of Household Kitchen floor replacement (5) total; Vital Sign Towers (6) and Boiler Replacements.

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

Motion to approve 2019 Proposed CAR Budget Requests in the amount of \$325,000.00 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 10:57 a.m. a.m. by Mike Paradis, seconded by Fred Harris, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board