

11/16/17

The November 2017 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, November 16, 2017 at Meadow Brook Medical Care Facility. Fred Harris, Chairman, called the meeting to order at 9:00 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.

Public Comment: None.

Meeting minutes of the Regular Meeting 10/26/17, motion to approve and accept as presented by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Maureen Clore, DHHS Director, with updates on: 1. Expenditures: No paid expenditures in October. 3rd quarter Board payment has been requested through the Clerk's office. Request for up to \$600.00 to be used for Foster Family Christmas Party and Shop with a Hero event for food, supplies, decorations and gifts for foster children. 2. Discussion regarding Board Member Term dates. Maureen will speak with Dave and Pete Garwood further on this issue. 3. Discussion regarding worker retention and DHHS programs available to Meadowbrook staff. 4. Maureen reported on the DHHS staffing package for FY18. Three child welfare positions were lost in initial allocation. Maureen was able to request and receive a flex position from the Business Service Center. 5. Maureen received her budget allocation from the State. There was very little change in allocated funding. Maureen also received confirmation of the \$15,000.00 appropriation from the County. 6. Maureen mentioned that all Board Members are invited to attend the Foster Family Christmas Party on December 3, 2017 from 1:00 pm to 3:00 pm.

Motion made to support the Foster Family Christmas Program not to exceed \$600.00 made by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

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

Marna Robertson, Meadow Brook Administrator presented to the Board updates on: 1. Plan of Correction – Date certain for our Plan of Correction is November 10, 2018. Preparing to pass our revisit in the coming weeks. 2. November 8, 2018 – Cheryl and I attending quarterly NPO Care Alliance evening meeting in Traverse City. 3. Surprise CMS LSC (Life Safety Code) Survey – Surveying our State Fire Marshall. Receiving 9 additional citations:

- a. K-711 Written fire safety plan inaccurate compared to drawings
- b. K-374 Door closure on admin conference room
- c. K-372 fire stopped smoke barriers 3rd floor smoke partition does not extend full height/ not rated plywood
- d. K-331 Jordan 2 hr wall fire stopping
- e. K-351 Attic space unsprinkled
- f. K-133 wood roof deck is combustible construction
- g. He also stated that the first floor needed to have a smoke barrier wall at the double doors
- h. K-222- Locked Doors
- i. K-353- 2 spare extinguishers of all types in house
- j. K-363- Gap in door

4. Windows – Looks like no windows until Spring. More discussion at our meeting. 5. Staffing Crisis – On November 1 1, 2018 we had a Brainstorming Session. See attachments for discussion. 6. CMS

Outpatient Therapy – Finally heard from them. I have 3 more pieces of documentation that we are missing, will attempt to have that completed and sent in the first of next week.

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

1. Water Management: After more review we found a way to soften and chlorinate the City Water Supply using our current chlorinator. This would be the best solution for space / convenience and accuracy. Though it may be a little more costly up front, we believe it is the best option.
2. Window Project Update: Standard Lumber Company failed to order the windows, stating they needed clarity on initial payment and the soonest they could have the windows would be mid January. I have instructed Progressive Engineering to have them sign something stating they will hold the pricing for spring installment.
3. Federal Fire Marshall Visit: We had a Federal Fire Marshall visit last week and were cited on the following:
 - a. **Roof Sheeting on the 3 story building was not fire rated wood and the attic needs to be sprinkled even if it was fire rated – it needed to have fire suppression.** The roof sheeting labels and color are faded but it is fire rated and according to codes, I believe we do not require fire suppression. We plan to IDR this.
 - b. **The 3rd floor smoke wall does not extend to the roof.** According to code it does not appear that it needs to be, we plan to IDR this as well.
 - c. **Orchard Hill smoke partition needs to be a Smoke Barrier wall:** According to Hooker | DeJong it is not required because it will be relatively simple to make it a smoke barrier as we have always believed it was. I have a contractor coming next week to complete the work.
 - d. **Written Fire Safety Plan inaccurate for Orchard Hill and Jordan House:** This is due to lack of smoke barrier wall on Orchard and Jordan; we had inaccurate floor plans and wrote our Fire Safety Plan based on understanding that they were smoke barrier walls. The updated plan show that they are not. We will convert the Orchard wall to a smoke barrier and update the plan to change the Jordan Smoke Compartment.
 - e. **Door Closure needed on Administrative Conference Room:** We found this in our annual door inspections, and ordered the closure but did not have it installed. The closure has since been installed.
 - f. **Multiple Penetrations in Barrier Walls:** We are working on fire stopping all areas noted.
 - i. **Jordan House to MVA fire wall has steel beam exposed.** I have contractors coming next week to spray the beam with fire retardant material.
 - ii. **Door gap in Beauty Shop door was ¼” and needed to be 1/8”:** The door is tapered and he measured from the wrong side, we adjusted the door gap regardless.
 - iii. **Spare Sprinkler Heads for the back of Laundry were not found:** We do not believe they are required according to the code we received from our sprinkler contractor. We will have spared on hand regardless.
 - iv. **The Facility cannot lock exterior or interior doors unless anyone can go through them via keypad or delayed egress.** Marna is working on this.
4. Staffing Update: Dave Bordeau was not able to continue to work until Derek Crider can be released from the Nursing Department. We are struggling with PM work, Christmas decorating and painting and now have to work on the Fire Marshall citations, plastic on windows etc. I have asked a local contractor to help out with putting plastic on windows so we can concentrate on other issues.

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

1. New CNA Class starting 12/01/17.
2. PoC – Nurse observations with Dressing Changes and Handwashing.

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

1. Census: September 96.1% vs. August 95.4% YTD 91.5% and Budgeted at 92%.
2. Net Loss/Gain for September (\$308,521.00) vs. August (\$63,933.00) YTD 2017 (\$138,956.00).
3. Cost Per Patient Day for September \$347.74 vs. August \$378.91 YTD 2017: \$378.06.
4. Accounts Receivables Balance: September \$1,641,925.00 vs. August \$1,723,046.00 (36 days).
5. Private Pay Past Due Accounts: September \$202,355.98 vs. August \$175,231.74
6. Restricted Funds Balances: September \$845,261.86 vs. August \$845,047.01
7. Depreciation Fund Balances: September \$175,044.19 vs. August \$175,015.42
8. General Cash Balance: September \$3,970,106.22 vs. August \$3,651,600.69
9. Contingency Fund Balance: September \$1,500,869.85 vs. August \$1,500,346.70
10. Meadow View Apartments Report: September \$5,020.08 vs. August (\$1,501.00) Occupancy at 85% YTD \$13,248.62.
11. Meadow View Apartment quotes for re-flooring of 2nd and 3rd floor hallways. Received the following quotes from Northern Floor & Tile and Kiss Carpet. Compared bids for the middle grade quality carpet.

2 nd Floor Only		3 rd Floor Only	
Kiss Carpet – Grade 1	\$12,745.54	Kiss Carpet – Grade 1	\$13,088.63
Kiss Carpet – Grade 2	\$11,502.34	Kiss Carpet – Grade 2	\$11,803.25
Kiss Carpet – Grade 3	\$10,225.54	Kiss Carpet – Grade 3	\$10,483.13
Northern Floor & Tile	\$9,733.00	Northern Floor & Tile	\$10,013.00

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

Motion to approve Northern Floor & Tile for Meadow View Apartments 2nd and 3rd Floor Covering totaling \$19,746.00 made by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Marna Robertson, Meadow Brook Administrator presented the 2018 Antrim County Human Services Board meeting dates. Meeting date Notice was posted at the County Building on 11/20/17.

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 a.m. by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board