

12/21/17

The December 2017 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, December 21, 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.

Mike Paradis, Member in attendance via Facetime.

Public Comment: None.

Meeting minutes of the Regular Meeting 11/16/17, motion to approve and accept with the corrected date by Rick Teague, seconded by Mike Paradis, 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: No paid expenditures in November. Have a brand new financial system, which has been challenging. 2. Requests for Funds – 1. \$350.00 for After school Program for a foster child; \$77.00 for Legal Notice of Publication for Absentee Parent and \$100.00 for Emergency Christmas Gifts for a high risk family for a grand total of \$527.00. 3. Holiday Party had 45 children attend. 4. Shop with the Hero – was able to send 22 foster children able to buy gifts for local Heros from a grant from Meijer. 5. Project Reform Application Process – will bring an application in the January meeting. 6. CHIP Program – funding lapsed – watching this very closely. 7. Federal Waiver for work requirements has ended. 8. Just completed Licensing Audit and was very successful. Some minor errors. There is only 1 item left for corrective action. 9. Fully staffed in the Tri County. 10. MCSSA Board Appointments – are current and correct. Mike Paradis is not up for renewal until 2018.

Maureen Clore chaired the meeting at 9:28 a.m. Mike Paradis nomination the positions to stay the same. Rick Teague nominated to keep Fred Harris the Chairman, Fred Harris nominated to keep Rick Teague the Vice Chairman. Motion by Maureen Clore to keep all positions the same. All yeas, motion carried

Fred Harris reconvened as the Chair of the meeting at 9:31 a.m.

Motion made to support the funds request for a total of \$527.00 for After school program; legal notice and emergency Christmas gifts, made by Rick Teague, seconded by Mike Paradis, 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 – Had a Federal Fire Marshall Survey on November 7, 2017. Had to submit the Plan of Correction due to plan being rejected. We have since had an approval and acceptance of all Plan of Corrections. Revisit from the State Fire Marshall came in on Tuesday, December 19, 2017 and cleared us of citations. Marna Robertson discussed the elements for the plan of correction to get the building in compliance with the delayed egress; smoke barrier wall. 2. Window Update – looking at an April 2018 start date. Made some tweaks to the contract after discussion with the engineers and architects and happy to announce our bid price is locked in. 3. Will regroup after the holidays to regroup on the Staffing Crisis. 4. Facebook –

doing well! Continue to share and like our page! 5. EMT Students from Allied Ambulance Authority will be here on Saturday to shadow our Universal Workers for their clinical training.

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: We had a Federal Fire Marshall visit last week and were cited on the following:
 - a. After several attempts the Federal Fire Marshall finally approved all Plan of Corrections while most of the issues were taken care of or cleared by providing proof of compliance he would not accept our plan on non delayed egress and though we had proof that the 3rd floor ceiling was a 1 hour rated ceiling and therefore extending the smoke barrier wall to the roof deck was not necessary. The Federal Fire Marshall did not agree.
 - b. We are installing delayed egress locks and extending the 3rd floor smoke barrier wall to the roof deck.
3. Heating Issues: We have 2 separate Daiken systems down with bad compressors within 2 days. Both are currently being repaired.
4. Staffing Update: Derek Crider transferred from Nursing on December 1st and seems to be doing well so far.
5. Bought a pick up truck from the Sheriff's Department for \$1.00.

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

1. Census: October 96.7% vs. September 96.1% YTD 92% and Budgeted at 92%.
2. Net Loss/Gain for October (\$226,949.99) vs. September (\$308,521.00) vs. YTD 2017 (\$184,965.00).
3. Cost Per Patient Day for October \$401.03 vs. September \$347.74 YTD 2017: \$380.53.
4. Accounts Receivables Balance: October \$ 1,782,300.00 vs. September \$1,641,925.00 (37 days).
5. Private Pay Past Due Accounts: October \$193,944.61 vs. September \$202,355.98
6. Restricted Funds Balances: October \$850,469.84 vs. September \$845,261.86
7. Depreciation Fund Balances: October \$175,073.92 vs. September \$175,044.19
8. General Cash Balance: October \$4,122,956.88 vs. September \$3,970,106.22
9. Contingency Fund Balance: October \$1,495,648.52 vs. September \$1,500,869.85
10. Meadow View Apartments Report: October (\$10,025.23) vs. September \$5,020.08 Occupancy at 86% YTD \$3,223.39.
11. David discussed Plan of Correction from Plante Moran audit for 2018. Operations Budget Prep Checklist.
12. CAR Budget Amendments – Transfer funds from Courtyard #3 to #14 CMS Life Safety Code payment \$80,000.00.
13. Resolution #6 of 2017 Write Offs and Adjustments \$51,278.81.

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

Motion to approve the Operations Budget Preparation Checklist for fiscal year of 2018 made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Motion to approve CAR Budget Amendments – Transfer funds from Courtyard #3 to #14 CMS Life Safety Code payment \$80,000.00 made by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Motion to approve the write off and adjustments in the amount of \$51,278.81 made by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Mike Paradis wanted to go on record that the ability to have a DHS worker on site has significantly reduced the amount in write offs and bad debts. Thank you!

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 10:30 a.m. by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board