

2/22/18

The February 2018 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, February 22, 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; 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; and Rhonda Groeneveld, Meadow Brook Administrative Assistant, Acting Secretary for Antrim County Human Services Board.

Mike Paradis, Member in attendance via Facetime.

Guests: Daniel Law and Pat Law, Temperature Control Inc.

Public Comment: None.

Meeting minutes of the Regular Meeting 1/25/18, motion to approve and accept as presented by Rick Teague, seconded by Mike Paradis, all yeas, motion carried.

Maureen Clore, DHHS Director, with updates on: 1. Expenditures: \$649.75 for December. An additional \$2,134.64 was spent in FY17 and will be reflected on the January spreadsheet. Due to processing issues with the DHHS's new financial system, these expenditures were not reflected in the DHHS December financial report, yet the funds were expended in December. 2. Mike Paradis appointment to the Board has been corrected at the February 8, 2018 meeting of the Antrim County Board of Commissioners for reappointment date for expiration was corrected to be 10/31/2019. 3. Universal Caseload will be rolled out in July 2018.

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

Motion to approve expenditure for Equine Therapy for \$520.00 for foster child made by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Motion to support Contract for Counselors (Clinical, Group and Ancillary Services) Agreement No: COUN18-various for 3 years made by Rick Teague, seconded by Mike Paradis, all yeas, motion carried.

Motion to support Trauma Treatment Coordinator Contract Agreement No: 18000000559 for Communities in Schools of Northwest Michigan for 3 years, support made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Staff from Orchard Hill House entered the Meeting. Board Members wanted to personally thank the staff of Orchard Hill for the great care that they gave to a resident after receiving a very special thank you from the Family of Ella Burns.

John McCleese introduced guests Dan and Pat Law from Temperature Control, Inc. Dan Law presented to the Board options for replacing the heating / cooling system. Looking at 5 HRU's to replace the current Daiken units for primary source \$550,000.00 installed.

David Schulz, Meadow Brook Director of Administrative Services discussed the findings from the previous cost of expenses to repair the Daiken units has risen to approximately \$70-80,000.00 per year so far.

Motion to proceed with Temperature Control, Inc. to provide a written proposal for replacement of the heating units made by Rick Teague, seconded by Mike Paradis, all yeas, motion carried.

Adjourn for break at 10:35 a.m.

Reconvene from break at 10:40 a.m.

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

1. Federal Fire Marshall P.O.C.'s: The smoke barrier wall on Antrim Lodge is completed and they are over 50% completion on delayed egress.
2. Heating Issues:
 - a. We have not heard back from Daiken on the information they collected more than a month ago. Initially we were waiting to hear results before replacing compressors that were previously diagnosed and bad by Temperature Control, Inc. After not hearing any results from them I asked Temperature Control, Inc. to move forward with the replacements and we are currently waiting for weather to cooperate.
 - b. We have 2 Daiken units with leaks in coils. Temperature Control Inc., will attempt to repair and / or recharge until new coils arrive
3. Window Project Update: Standard Lumber will set a meeting for Mid March to discuss a start date and schedule
4. City Water Chlorination: With all of the major issues we have had I have not scheduled this work yet and plan to schedule for May 2018.

Marna Robertson, Meadow Brook Administrator presented to the Board updates on: 1. Outpatient Therapy Services – Insurance credentialing for BCBS and Priority sent in. Policy development for new Emergency Preparedness regulations is being completed. AAAASF sent recertification for July, working on completion of those items. 2. Reached out to July Parliament, COA Director, haven't connected yet. Goal is to develop OPT program with in home at risk population served by COA. 3. Window Project Update: AIA Contract signed. Window vendors are preparing for spring installation. 4. Retention Work Group: Obtaining feedback from "seasoned floats" about differences in households. Next step is to query new staff. Once all feedback is received will tabulate and discuss with CCC's and HHC's. Goal will be to improve barriers identified by front line staff. 5. Disaster Preparedness: team is participating in CMS Webinar 2/21. I'll be attending Region 7 training 2/23 in Gaylord. 6. Plan of Correction: Delayed Egress System is being installed. Vendor is making good progress and is on schedule. Hooker | DeJong is working with John finalizing the damper system for wall in Orchard Hill. 7. Met with Hospice of Michigan on 2/7. There is a need for Respite Care – short 5 day stay. 8. Major changes to the Level of Care Determination "LOCD" system at the Medicaid level. Sent our Billers and Social Services Director to stakeholder meeting on 2/6/18. 9. Closed Point of Dispensing – Northern Michigan Health Department. 10. Attended Economic Sub Committee. 11. Meguzee Hall flooring. Needs replacement, received 3 quotes: Northern Floor and Tile; Kiss Carpet and Traverse City Tile

- a. Northern Floor and Tile \$19,649.00
- b. Kiss Carpet \$25,909.40
- c. Traverse City Tile \$26,015.00

Motion to accept the bid for replacing the Meguzee Hall flooring from Northern Floor and Tile in the amount of \$19,649.00 made by Rick Teague, seconded by Mike Paradis, all yeas, motion carried.

Cheryl Patton, Meadow Brook Director of Nursing reported to the Board with updates on: 1. Discharge Planner in place – Kris Allison. 2. Continuing to explore alternate schedules to encourage retention of staff. 3. Looking at our Standing Orders. Dr. Viall is our new Medical Director and made some revisions to our current procedure. 4. Looking into changing Pharmacy back to Hometown Pharmacy. 5. Implemented with the new CNA Class a Mentor Program – students gave a review of the class orientation. Will be working on selecting Mentors for the afternoon shift. 6. Nursing Budget – Connected Vital Signs

Monitor. Money available in the Nursing Large Equipment Budget, will be purchasing one to see how well it works. 7. Opioid Alert – new laws coming in June 1, 2018.

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

1. Census: December 95.1% vs. November 97.1% YTD 92.7% and Budgeted at 92%.
2. Net Loss/Gain for December \$1,517,375.00 vs. November \$110,417.00 YTD 2017 (\$41,894.00).
3. Cost Per Patient Day for December \$378.91 November \$377.83 YTD 2017: \$381.41.
4. Accounts Receivables Balance: December \$1,599,602.00 vs. November \$1,625,297.00 (36 days).
5. Private Pay Past Due Accounts: December \$139,519.30 November \$190,429.58
6. Restricted Funds Balances: December \$850,042.76 vs. November \$850,685.95
7. Depreciation Fund Balances: December \$111,587.57 vs. November \$175,102.70
8. General Cash Balance: December \$4,604,915.78 vs. November \$4,287,234.45
9. Contingency Fund Balance: December \$1,503,772.38 vs. November \$1,502,893.56
10. Meadow View Apartments Report: December \$1,829.12 vs. November \$3,853.42 Occupancy at 87% YTD \$8,890.38.
11. Request for adjustment to 2018 CAR Budget. Removed the Daiken Condenser Sheds; Decreased the Original Courtyard Renovation Project to \$113,900.00; Added the Meguzee Hall Floor Replacement \$19,649.00; Window Replacement Project \$172,729.00; Updated Door Access Change \$43,722.00 Grand Total of \$427,500.00. Additions and Reductions keep the previously accepted CAR Budget to the same amount.
12. Resolution #1 of 2018

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

Motion to approve and accept the amended 2018 CAR Budget in the amount of \$427,500.00 made by Rick Teague, seconded by Mike Paradis, all yeas, motion carried.

Motion to approve and accept Resolution No. 1 of to authorize the transfer of \$325,000.00 from Meadow Brook Medical Care Facility Fund #512 (General Cash account) to Meadow Brook Funded Depreciation #780 (Funded Depreciation account) for approved Capital Appropriations projects made by Rick Teague, seconded by Mike Paradis, 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 12:03 p.m. by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board