

3/22/18

The March 2018 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, March 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; 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.

Public Comment: None.

Meeting minutes of the Regular Meeting 2/22/18, 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: \$3,983.07 for January. 2. Universal Caseload will be rolled out in August 2018. 3. Maureen discussed new process for processing applications considered as "Worker Relief". Everything will be done in a cue system with a goal to achieve one call resolution. 4. Opioid Crisis Forum presentation on April 20th at 9:30 a.m. at the Wexford Missaukee Career Technical Center. Free to the Public. 5. MI Bridges Portal went live on Monday. No issues so far and will go live across the state April 2, 2018. 6. Presenting to the Board of Commissioners on Department Update.

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

Marna Robertson, Meadow Brook Administrator presented to the Board updates on: 1. Out Patient Therapy Services - Received our Credentialing certification through 2020. We have been credentialed by BCBS and have submitted to Priority Health, awaiting their response. 2. Met with Judy Parliament, COA director on 3/1. Goal is to develop OPT program with in home at risk population served by COA. 3. Windows Update - Meeting with the Window Installation team on 3/13 to prepare for installation on Monday 3/26/18. 4. March Madness - Department Heads are doing Fire and Safety training on 3-11 shifts throughout the month of March on all households. 5. Disaster Preparedness - Team meeting with LEPC on 3/6. Our assignment is to create the scenario. Our goals for review will be Communication, Transportation and Evacuation. We will test two households. MOU for school bus transportation with Mancelona Schools sent on 3/7. 6. Complaint Survey - Surveyor came on 3/7. Former employee accused us of Abuse. It was not substantiated by the State. 7. New ambulance interim director, Mike Bertram. Spoke with his assistant Chris Thompson regarding some changes: Non emergency transports will be M-F 8am-6pm with 24 hour notice if possible. I sent for Chris's review a current MOU for Meadow Brook providing 8 hour training to EMS in LTC. We also discussed an informal agreement we had regarding IV insertion. 8. David and I will be out to Legislative Conference in Lansing 3/26-3/28. 9. We were approached by Bay Bluff's in Harbor Springs about helping them out with CNA training. 10. Article - Eight Facilities earn 5 Stars from CMS! 11. Record of Adoption for Nursing Book 1 & 2 Policy and Procedure Manuals; Abuse Manual and Food and Nutrition Manuals. 12. Active Shooter situation that happened last week in Antrim County. Posted on Facebook that all residents and staff were safe. This situation caused us to really look at our policy and procedures in the event of an Active Shooter. In times of lockdown we are going to put lock on the front doors that can be key coded. Installing a panic button at the front desk also looking at this new film product that can buy time in the event of a shooting, will do Orchard Hill windows and the window in the

front lobby. Also looking into the RAVE system. Encourage everyone to enroll in Smart 911. Meadow Brook will market this on our Facebook page, Family Newsletter, Employee Newsletter and Digital Media Screens.

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

1. Federal Fire Marshall P.O.C.'s: Delayed egress will be complete by the end of the week. We received approved drawings from Hooker | DeJong to add smoke dampers to Orchard Hill and complete work at Jordan House to create the smoke compartments that we believed existed already.
2. Heating Issues:
 - a. We finally heard back from Daiken regarding the information they collected and analyzed. After 2 months they still do not have any explanation for all of the failures we have had.
 - b. We are still making repairs to Daiken Units.
 - c. Temperature Control Inc. has been continuing research on the rooftop heater replacement.
3. Window Project Update: Window installation will begin on Monday, March 26, 2018.

Convene for break at 10:12 a.m.

Reconvene from break at 10:18 a.m.

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

1. Census: January 91.7% vs. December 95.1% YTD 91.7% and Budgeted at 91%.
2. Net Loss/Gain for January \$31,094.00 vs. December \$1,517,375.00 YTD 2018 \$31,094.00
3. Cost Per Patient Day for January \$377.95 vs. December \$378.91 YTD 2017: \$377.95.
4. Accounts Receivables Balance: January \$1,645,573.00 vs. December \$1,599,602.00 (37 days).
5. Private Pay Past Due Accounts: January \$167,022.63 vs. December \$139,519.30
6. Restricted Funds Balances: January \$850,259.10 vs. December \$850,042.76
7. Depreciation Fund Balances: January \$111,606.52 vs. December \$111,587.57
8. General Cash Balance: January \$5,123,116.84 vs. December \$4,604,915.78
9. Contingency Fund Balance: January \$1,504,830.17 vs. December \$1,503,772.38
10. Meadow View Apartments Report: January \$793.26 vs. December \$1,829.12 Occupancy at 90% YTD \$793.26
11. Total Communications Quote for Meadow View Apartment Security System \$7,755.00
12. Discussed proposed revisions to Meadow Brook Employee Handbook
13. Proposed Amendment to CAR Budget for 2018

Motion made to approve proposed changes to Item 5, Step 4 on page 27 of the Meadow Brook Employee Handbook made by Fred Harris, seconded by Mike Paradis, all yeas, motion carried.

Motion to approve proposed amendment to CAR Budget for 2018 by reducing the Original Courtyard Budget in the amount of \$13,321.00 and adding 3rd Floor Smoke Barrier cost of \$13,321.00, bottom line stays the same, made by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Motion to approve and accept proposal for Total Communications Services for MVA Security System in the amount of \$7,755.00 made by Fred Harris, seconded by Mike Paradis, all yeas, motion carried.

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

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

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

Motion to adjourn at 10:58 a.m. by Rick Teague, seconded by Rick Teague, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board