

3/23/17

The March 2017 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, March 23, 2017 at Meadow Brook Medical Care Facility. Fred Harris, Chairman, called the meeting to order at 9:06 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; and Rhonda Groeneveld, Meadow Brook Administrative Assistant, Acting Secretary for Antrim County Human Services Board.

Public Comment: None.

Guests: Ed Boetcher, Antrim County Commissioner

Meeting minutes of the Regular Meeting 2/23/17, motion to approve and accept as presented by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Maureen Clore, DHHS Director, presented the Board with updates on: 1. Thank you to Fred Harris and Rick Teague for coming to Lunch and Learn with the DHHS staff. 2. Expenditures – none for this month. 2. Submitted the request for expenditures to be paid for Board pay, MCSSA dues, Mancelona / CIS, Admin / Misc., Foster Youth Misc. Total amount requested \$5,034.67. 3. Fully staffed in Antrim County. 4. Food Assistance Audit – 100% compliant. 5. ACA Medicaid Expansion – hopeful this system stays in place. 6. Lawsuit Update – all family members will have to go through the licensing process.

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 reported to the Board with updates on: 1. Website Development – Working with various departments to review and update information for all of our sections. 2. Disaster Preparations – Continuing to work with 3p-11p staff through the month of March to review Fire Drill procedures. Going well, staff have been receptive and engaged. Disaster Meeting on 3/7/17 with special guest Leslie Myers, Antrim County Emergency Coordinator met with us. We discussed the County plan for a 2018 full scale emergency scenario at Meadow Brook involving many of the emergency services as possible. Severe Weather Drills – April, July and November will be our drill months to test our response for Tornados, storms etc. 3. Senator Visit – Wayne Schmidt visited the facility on 3/10/17. He met with me, Fred Harris and our Billing staff for discussion. Gave him handouts from NACO (National Association of Counties) and some information on delays for Medicaid Services needed for a resident to return to home. Special thanks to County Commissioner Melissa Zelenak for facilitating our meet and greet! 4. Outpatient Therapy – We are closing in on this! Met all the guidelines for WPS and are awaiting the final letter of approval. Scheduling Mark McDavid to do onsite mock audit in April. 5. Resident Rights Booklet – has been through a major overhaul. I will be finalizing that at the end of the month with Rhonda preparing for reprint. When that is completed, we will send new copies to all current residents / responsible parties and new admissions as per policy. 6. Establish Outpatient Therapy Governing Body - Resolution #2 of 2017. 7. Currently under Fire Watch right now because 911 system is down. 8. Record of Adoptions of the following Policy and Procedure Manuals – Food and Nutrition Policy and Procedure Manual, Abuse Manual Policy and Procedure and Nursing Book 1 and 2 Policy and Procedure Manuals. 8. Marna and David have a phone conference with Progressive AE to discuss progress of engineering repairs.

Motion to authorize the establishment of a Governing Body for the Meadow Brook Outpatient Therapy Resolution #2 of 2017. The Meadow Brook Governing Board appoints Cheryl Patton as the Administrator of the Governing Body and Marna Robertson as the Administrator-in-Absence. The Governing Body will be charged with the responsibility of establishing administrative policies and procedures which include, but not limit to, policies pertaining to operations, safety and personnel for the Meadow Brook Outpatient Therapy, made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Motion to approve the Record of Adoptions for the Food and Nutrition Policy and Procedure Manual, Abuse Manual Policy and Procedure Manual and the Nursing Books 1 and 2 Policy and Procedure Manuals made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Marna Robertson, Administrator presented to the Board the Maintenance Department Report with updates on: 1. Fire and Safety Issues: We have been working with Afternoon Shift on fire procedures and received a lot of positive feedback. I am working with Northern Fire and Safety on renaming locations in the fire alarm system to match household names vs. construction drawings. I have made several requests to have this done since construction ended and hope that it will be completed soon. 2. City Water Chlorination: Bill Sigman from Pure Water Works informed me that he is having difficulty finding a device that will pump chlorine based on flow. 3. Lawn Care Update: Due to repeat performance issues with Tree's North, I intend to use Union Design for 2017 lawn care. 4. Household Pantry Cupboard Doors: We have had several issues with cupboard doors falling apart due to the design of the doors. Our options are to replace the doors with a better design and different style hinge or to continue to repair them as needed. I received a quote of \$4,000.00 plus per household to replace the doors and currently having custom cut wood pieces (1/4" 1/4 round) made to make repairs.

Cheryl Patton, Meadow Brook Director of Nursing presented to the Board with updates on: 1. Core Balance System arrived yesterday for Restorative / Outpatient Therapy. Will demonstrate to the Board after the meeting. 2. Quality Indicators ranked high for moderate to severe pain. Putting a Quality Improvement Plan project in place. 3. Re-formatted the morning PPS Meeting and have cut down the number of people that attend that meeting and focused more on the therapy and discussing more of the important updates as needed. 4. Staffing – hired a irregular part-time nurse, also hired a full-time replace of 7p-7a nurse. 5. CNA Class – hired 8 students and currently still have 5 students left in the class. We have been contact by CHAR EM ISD to discuss potentially having a CNA Class for developmental disabled adults.

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

1. Census: January 87.0% vs. December 89.3% YTD 87% and Budgeted at 92%.
2. Net Loss/Gain for January \$25,847.00 vs. December \$17,283.00 YTD 2017 \$25,847.00.
3. Cost Per Patient Day for January \$371.08 vs. December \$426.08 YTD 2017: \$371.08.
4. Accounts Receivables Balance: January \$1,298,334.00 vs. December \$1,414,015.00 (33 days).
5. Private Pay Past Due Accounts: January \$187,971.63 vs. December \$170,883.61.
6. Restricted Funds Balances: January \$843,996.23 vs. December \$843,856.75.
7. Depreciation Fund Balances: January \$31,304.26 vs. December \$31,298.95.
8. General Cash Balance: January \$4,141,083.47 vs. December \$3,527,838.75.
9. Contingency Fund Balance: January \$1,496,485.20 vs. December \$1,495,648.52.
10. Meadow View Apartments Report: January (\$2,434.09) vs. December (\$16,909.27) with Occupancy at 76% YTD (\$2,434.09)
11. Revamping the Conditional Job Offer Process and getting potential employee's social security number in advance to verify if Social Security number is valid.
12. Concept Rehab did an audit as a result of discrepancies in billing – onsite Concept Rehab Manager failed to communicate therapy changes to the billing staff. Concept Rehab is reimbursing Meadow Brook for the correct therapy date changes. Total will be determined at a later date once all of the resubmitted dates have been corrected.

Motion to approve the January Financial Reports made by Rick Teague, seconded Fred Harris, 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 11:04 a.m. by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board