

4/26/18

The April 2018 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, April 26, 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; Jen Duch, Acting Antrim County DHHS Director; Melissa Zelenak, Antrim County Commissioner Liaison; Marna, Robertson, Meadow Brook Administrator; David Schulz, Meadow Brook Director of Administrative Services; 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 present via Facetime.

Public Comment: None.

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

Meeting minutes of the Regular Meeting 3/22/18, motion to approve and accept as presented by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Jen Duch, DHHS Program Director reported for Maureen Clore, DHHS Director, with updates on: 1. Expenditures: \$1,686.55 for March for MCSSA Dues and After School Camp. 2. Request for \$700.00 for 2 Foster Children to attend summer camp. 3. Time Limited Food Assistance. 4. Watching updates on Senate Bill No. 897. 5. Family First Prevention Act. 6. May is Foster Care Awareness Month.

Motion approve expenditure for the Foster Children Summer Camp in the amount of \$700.00 made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

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

Temperature Control, Inc. Dan Law and Pat Law presented the Proposal for revisions and upgrades to the heating and ventilation systems serving A, B, C, D, & E wings not to exceed \$600,000.00.

Motion to accept proposal for revisions and upgrades to the heating and ventilation system by Temperature Control, Inc, not to exceed \$600,000.00 made by Rick Teague, seconded by Mike Paradis, all yeas, motion carried.

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

1. John did presentation on the new shatter proof film (Scotchshield Ultra) that has been placed on the front doors and some of the lower level outside windows.
2. Federal Fire Marshall P.O.C.'s:
  - a. We are waiting for the State Fire Marshall to re-inspect the delayed egress system and smoke barrier wall extended to the roof deck.
  - b. I am working with Hooker | DeJong to get a contractor to do the smoke barrier wall on Jordan and dampers on Orchard Hill.
3. Heating Issues:
  - a. We are still making repairs to the Daiken units.
4. Window Project Update:

- a. The window crew made great progress in the 5 days they worked and asked to leave for 2 weeks to help on another job. The unexpected weather extended that job by another week. We expect them back on site on 4-30-18.
5. Water Quality / Legionella Program Update:
  - a. We had our 6 month DEQ site visit last week. All went well and the only recommendation was that we add an emergency shower near our chlorinator.
  - b. We have a revised plan for the city water chlorination that will allow us to use our existing chlorinator if needed. I received a quote from Temperature Control, Inc. for \$9,392.00.

Marna Robertson, Meadow Brook Administrator presented to the Board updates on: 1. Door Project from Fire Marshall Survey, Plan of Correction completed. Currently waiting for revisit from the State Fire Marshall. 2. Window Project Update – Window installation started, completion estimated by the end of May. 3. Attending Joint Provider Training in Lansing April 9<sup>th</sup>-10<sup>th</sup>. 4. Meadow Brook Foundation – Regular Board Meeting on Wednesday, April 18<sup>th</sup> at 5:00 p.m. 5. Annual Volunteer Luncheon – Rockin to the Oldies on Wednesday, April 18<sup>th</sup>. Great turnout and was a lot of fun! 6. Annual Kid’s Fish Day – Saturday, April 28<sup>th</sup>. Fish delivery is expected Friday, April 27<sup>th</sup>. 7. Attended Opium Forum Conference in Cadillac, Friday, April 20<sup>th</sup>. 8. MARA Contract Renewal. 9. Plante Moran Audit results are completed. No issues found. 10. Tour of the facility with Scott Kruger, Mancelona Commissioner. 11. New flooring in Meguzee Hall. 12. Severe Weather event last weekend. Commended the staff that did make it in to work, specifically Saturday was the Severe Weather Day paying them time and half. Sunday through Tuesday we did not count any tardies for staff that did make it in to work.

Cheryl Patton, Meadow Brook Director of Nursing reported to the Board with updates on: 1. The staff have been very helpful with working together with the window contractors during the replacements of windows. 2. Equipment – ordered six air mattresses this week. 3. We are considering purchasing a vital signs tower that sync with our EMAR automatically. 4. Working with Dr. Viall, Medical Director on changes with the Opioid Prescription Process that is effective June 1, 2018 as new requirements are coming from the State of Michigan. 5. Graduated 9 students from the most recent class. 6. Dr. Viall and Cheryl Patton are working on updating Standing Orders List. 7. Separated employment with a couple of CNA’s that were still within their probationary period due to significant attendance issues.

Adjourn for break at 10:26 a.m.

Reconvene from break at 10:32 a.m.

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

1. Census: February 92.6% vs. January 91.7% YTD 92.1% and Budgeted at 91%.
2. Net Loss/Gain for February (\$71,018.00) vs. January \$31,094.00 YTD 2018 (\$41,925.00)
3. Cost Per Patient Day for February \$411.91 vs. January \$377.95 YTD 2018: \$394.15.
4. Accounts Receivables Balance: February \$1,162,548.00 vs. January \$1,645,573.00 (36 days).
5. Private Pay Past Due Accounts: February \$172,717.98 vs. January \$167,022.63
6. Restricted Funds Balances: February \$850,475.50 vs. January \$850,259.10
7. Depreciation Fund Balances: February \$436,634.33 vs. January \$111,606.52
8. General Cash Balance: February \$5,075,704.10 vs. January \$6,581,276.38
9. Contingency Fund Balance: January \$1,504,830.17 vs. December \$1,503,772.38
10. Meadow View Apartments Report: February (\$9,700.45) vs. January \$793.26 Occupancy at 90% YTD (\$8907.19)
11. Capital Appropriation Request for Emergency Solution for Food Service “Meals for All” – save time, money and shelf life of 10 years.
12. Proposed Amendment to CAR Budget for 2018

13. Resolution #2 of 2018 Bad Debt Resolution
14. Plante Moran Audit completed. No significant deficiencies, no material weaknesses.
15. Medicaid Audit Report.

Motion to approve proposed amendment to CAR Budget for 2018 by reducing the Original Courtyard Budget in the amount of \$13, 321.00; adding the Chlorination Village Water Supply by \$9,500.00; adding the Heating System Revision Upgrade by \$600,000.00 and adding the Emergency Food Supply \$27,000.00 changing the bottom line to \$963,421.00, made by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Motion made to approve Resolution #2 of 2018 inasmuch as all avenues for collection of bad debts in the amount of \$28,020.47 have been exhausted. The Antrim County Human Services Board / Meadow Brook Governing Board designated these debts as uncollectible therefore approved by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Motion to approve the February 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 11:09 a.m. by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

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Fred Harris, Chair

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Maureen Clore, Secretary to the Board