

4/27/17

The April 2017 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, April 27, 2017 at Meadow Brook Medical Care Facility. Fred Harris, Chairman, called the meeting to order at 9:02 a.m. Those present were Fred Harris, Chairman, Rick Teague, Vice Chairman; Michael Paradis, Member; 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; Kristina School, Meadow Brook Corporate Compliance Officer and Rhonda Groeneveld, Meadow Brook Administrative Assistant, Acting Secretary for Antrim County Human Services Board.

Public Comment: None.

Meeting minutes of the Regular Meeting 3/23/17, motion to approve and accept as presented by Mike Paradis, seconded by Rick Teague, all yeas, motion carried.

Maureen Clore, DHHS Director, presented the Board with updates on: 1. Expenditures – \$1,464.75 for Board salaries and Mancelona Schools / CIS. 2. No funding requests at this time. 3. May is Foster Care Month. Maureen will be asking Pete Garwood for permission to hang the banner in front of the County building. 4. In the process of updating the MI Bridges application and changing the computer system for how people can apply online.

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. April Events – Easter Egg Hunt on 4/16; Volunteer Luncheon on 4/19 and Kids Fish Day on 4/29/17. 2. Gave my annual report to the Antrim County Commissioners on 4/12/17. 3. Website Development – Working with various departments to review and update information for all of our sections. Moving along. We are also looking at joining Facebook with help from Melissa Zelenak and my staff. Marketing: I was contacted by a former resident Charlie McCain who does marketing in the TC area and he would like to assist us with future marketing needs. 4. Outpatient Therapy – Mock audit of our OPT conducted by Mark McDavid 4/12 – 4/13. Final report will be within 2 weeks, a few items to correct. Next step will be to make application with AAAA for final survey to meet the CMS requirements for licensure. 5. Resident Rights Booklet – Revisions completed. Final review will be completed by 4/20/17 then off to the printer. Once we receive new edition we will send new copies to all current residents / responsible parties and new admissions per policy. 6. Updates on progress with P & E engineering and window replacement etc. 7. Multiple departments will be participating in Active Shooter training on 4/24 and 4/25/17. 8. That's what we get for being progressive! Our staff will be hosting the Maples for touring and training; Houghton County MCF has been working with Anne Walsh on our dietary practices and I was approached by Lisa Ashley, Bay Bluffs Administrator again about doing some mentoring with her staff about the Universal Worker concepts as it relates to the household model and nursing staff. 9. Facility Wide Assessment – working on getting this completed. 10. Looking at revising our Quality Assurance Policy and Procedure. 11. Tornado

Tabletop Drill was completed yesterday. 12. Having some issues with Community Mental Health. 13. Family Satisfaction Survey – will provide report of the results at the next meeting.

David Schulz presented RFP's (Request for Proposals) from Progressive A & E for window replacement and electrical evaluation. Ad for accepting bid requests has been sent out. Special Board meeting to open sealed bids for engineering firm has been set for Monday, May 15<sup>th</sup> at 9:00 a.m. in the Meadow Brook Meguzee Hall.

John McCleese, Meadow Brook Director of Maintenance presented to the Board with updates on 1. Generator Exhaust – During our weekly and monthly generator test we currently have to shut multiple air handlers down to keep the exhaust fumes from being spread through the building. I will be looking into options to divert the exhaust away from the building and report. 2. Water Hammer Issues – We are having the issue with water hammer on our main again. I will be scheduling pulling the well after I take lead and copper samples in May. 3. Annual Kids Fish Day is Saturday, April 29<sup>th</sup>.

Cheryl Patton, Meadow Brook Director of Nursing presented to the Board with updates on: 1. Pain – continue with Quality Improvement Project – monitoring residents in households with both long and short-term residents. Specifically for pain reports rated as a 5 or higher on a numerical pain scale. Reviewing routine orders vs. as needed (PRN). 2. Falls – continue with Quality Improvement Project – monitoring resident falls, investigating falls, and falls risk. Monitoring closely the use of alarms – as this is not considered a “best practice”. 3. Working thru policy and procedure and changes to Medicare (mega rule / rules of participation) this is very time consuming and multi factorial. 4. New CNA Class is scheduled to start May 15<sup>th</sup>. Also looking to hire a full-time 3p-11:15p Nurse. 5. Continuing to work on the Antibiotic Stewardship and Competency Based Training.

Convene for break 10:53 a.m.

Reconvene from break at 11:03 a.m.

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

1. Census: February 89.5% vs. January 87.0% YTD 88.2% and Budgeted at 92%.
2. Net Loss/Gain for February (\$86,365.00) vs. January \$25,847.00 YTD 2017 (\$60,516.00).
3. Cost Per Patient Day for February \$378.91 vs. January \$371.08 YTD 2017: \$385.95.
4. Accounts Receivables Balance: February \$1,222,017.00 vs. January \$1,298,334.00 (29 days).
5. Private Pay Past Due Accounts: February \$177,658.59 vs. January \$187,971.63.
6. Restricted Funds Balances: February \$844,072.73 vs. January \$843,996.23.
7. Depreciation Fund Balances: February \$31,309.07 vs. January \$31,304.26.
8. General Cash Balance: February \$4,759,618.83 vs. January \$4,141,083.47.
9. Contingency Fund Balance: February \$1,496,978.15 vs. January \$1,496,485.20.

10. Meadow View Apartments Report: February \$1,501.00 vs. January (\$2,434.09) with Occupancy at 76% YTD \$5,914.20.
11. Reviewed Antrim County Purchasing and Bid Policy
12. Fire doors in Meadow View Apartment – has been discovered to be full of asbestos. Pursuant to the Antrim County Purchasing and Bid Policy this is considered to be an emergency replacement. Received a quote from Allen Supply for replacement of the 6 doors \$7,960.00 and \$980.00 abatement totaling \$8,940.00.

Motion to approve proceeding with the replacement of the Meadow View Apartments Fire Doors in the amount of \$7,960.00 not to exceed \$9,000.00 contingent upon pricing of competitor quote made by Rick Teague, seconded by Fred Harris, 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 11:31 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