

5/24/18

The May 2018 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, May 24, 2018 at Meadow Brook Medical Care Facility. Fred Harris, Chairman, called the meeting to order at 9:09 a.m. Those present were Fred Harris, Chairman; Rick Teague, Vice Chairman; Mike 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; 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.

Public Comment: None.

Meeting minutes of the Regular Meeting 4/26/18, motion to approve and accept as presented by Mike Paradis, seconded by Rick Teague, all yeas, motion carried.

Maureen Clore, DHHS Program Director reported for Maureen Clore, DHHS Director, with updates on: 1. Expenditures: \$10.75 for April for Mancelona Schools / CIS. 2. MDHHS Annual Report with updates on Total Eligible Recipients by Program; State Emergency Relief; Cash into Antrim County through DHHS Programs year ending 2017; Child Welfare Initiatives; Child Welfare Cases; Adult Programs; Antrim County Child Care Fund and Antrim County Social Welfare Fund. 3. Continuing to move forward with Universal Caseloads.

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

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

1. Federal Fire Marshall P.O.C.'s:
  - a. The State Fire Marshall reinspected and cleared us on the remaining citations.
  - b. Waiting on a quote from Bouma Construction to do the smoke barrier wall on Jordan House and dampers on Orchard Hill.
2. Heating Issues:
  - a. Recently received invoices from Temperature Control Inc. for parts and labor for the work on Daiken units for the winter of 2017/2018. The total was \$134,299.06.
  - b. Temperature Control slated to begin installation of new heating system within the next 3 months.
3. Window Project Update:
  - a. All windows have been installed; they are currently working on interior / exterior trim work.
4. Delayed Egress Update:
  - a. There were several complications with this project that caused us to exceed the amount of the original quote. Additional equipment was needed to bypass a factory installed hold open alarm so that the doors could be held open longer than 30 seconds and additional labor was required for unforeseen complications.

Marna Robertson, Meadow Brook Administrator presented to the Board updates on: 1. Door Project from Fire Marshall Survey, Plan of Correction completed – State Fire Marshall on site May 9<sup>th</sup>, all clear. 2. Family Satisfaction Survey. 3. Resident Satisfaction Survey in progress. I received notification that this will be tied to QM reimbursement, although this is a voluntary program if you do not conduct a resident specific survey we will only receive 85% of reimbursement from CMS. 4. Hosting Antrim County Commissioners 3 day workshop in Meguzee Hall May 14<sup>th</sup>-16<sup>th</sup> for Master Planning. 5. Attending Region

7 CMS Disaster Preparedness workshop May 16<sup>th</sup>. 6. MAPS – new regulations regarding Opioid / Schedule II Tracking System effective June 1<sup>st</sup>. 7. National Nursing Home Week. 8. Received notification from CMS that we are locked out of our Nurse Aide Training Class due to a level G citation we received back in September 2017. 9. Quarterly Report for Outpatient Therapy. 10. Consumer Confidence Report 2017 has been completed. 11. Meadow Brook is host site for the Drug Effects in Antrim County Opioid Forum Thursday, May 24<sup>th</sup> in the Meguzee Hall at 5:00 p.m. 12. New Staff Scheduler Simone Smith started 5/14/18 to replace Spaulding who is retiring effective 6/01/18. 13. Insurance Companies – learning our new reality as we go; prior authorizations, appeals, Advantage Plan criteria, major increase in paper work and staff/ rehab time. Meeting with BCBS representative on 5/17/18 to discuss concerns. 14. QAPI preparing for survey – using the new Critical Element Pathway tools.

Cheryl Patton, Meadow Brook Director of Nursing reported to the Board with updates on: 1. Working on changing the Nurse Aide Training until we figure out a plan for future CNA Classes. 2. Working on proprietary school as an alternative plan. 3. Opioid rules and regulations go into effect June 1<sup>st</sup>. 4. Mandated to have prior consent forms for all residents to show that the medical professional has instructed them on addiction, risks of opioid addiction and education.

Adjourn for break at 10:46 a.m.

Reconvene from break at 10:54 a.m.

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

1. Census: March 90.7% vs. February 92.6% YTD 91.6% and Budgeted at 91%.
2. Net Loss/Gain for March (\$728,373.00) vs. February (\$71,018.00) YTD 2018 (\$770,295.00)
3. Cost Per Patient Day for March \$390.52 vs. January \$377.95 YTD 2018: \$392.91.
4. Accounts Receivables Balance: March \$1,645,090.00 vs. February \$1,162,548.00 (36 days).
5. Private Pay Past Due Accounts: March \$179,663.74 vs. February \$172,717.98
6. Restricted Funds Balances: March \$850,671.00 vs. February \$850,475.50
7. Depreciation Fund Balances: March \$436,708.50 vs. February \$436,634.33
8. General Cash Balance: March \$6,000,716.70 vs. February \$5,075,704.10
9. Contingency Fund Balance: March \$1,506,533.32 vs. February \$1,504,830.17
10. Meadow View Apartments Report: March (\$2710.13) vs. February (\$9,700.45) Occupancy at 90% YTD (\$11,617.32)
11. Capital Appropriation Request for additional cost for egress changes to complete for Plan of Correction
12. Resolution #3 of 2018
13. 2018 Employee Handbooks were given to each Board member.

Motion to approve proposed amendment to CAR Budget for 2018 by increasing the previously approved amount for updated door access; adding an additional \$13,500.00, made by Mike Paradis, seconded by Rick Teague, all yeas, motion carried.

Motion made to approve Resolution #3 of 2018 authorizes the transfer of \$550,000.00 from Meadow Brook Medical Care Facility Fund #512 (General Cash account) to Meadow Brook Funded Depreciation #780 (Funded Depreciation Account) effective May 25, 2018 for approved 2018 Capital Appropriation projects made by Fred Harris, seconded by Mike Paradis, all yeas, motion carried.

Motion to approve the March Financial Reports made by Rick Teague, seconded Fred Harris, all yeas, motion carried.

Motion to pay Meadow Brook bills, made by Mike Paradis, 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 11:22 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