

5/25/17

The May 2017 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, May 25, 2017 at Meadow Brook Medical Care Facility. Fred Harris, Chairman, called the meeting to order at 9:10 a.m. Those present were Fred Harris, Chairman, Rick Teague, Vice Chairman; Michael Paradis, Member; Jen Duch, Antrim County DHHS Program Manager; 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: Charlie McGuire, Student.

Meeting minutes of the Regular Meeting 4/27/17, motion to approve and accept as presented by Mike Paradis, seconded by Rick Teague, all yeas, motion carried.

Meeting minutes of the Special Board Meeting 5/15/17, motion to approve and accept as presented Rick Teague, seconded by Mike Paradis, all yeas, motion carried.

Jen Duch, Program Manager reported to the Board on behalf of Maureen Clore, DHHS Director, with updates on: 1. Expenditures – \$2,551.24 for Board salaries and Mancelona Schools / CIS. 2. Maureen is working on a proposal for Camperships to be presented for approval at the June meeting. 3. Reviewed Kid Count Data. 4. Contracts for approval – Regional Detention Contract #RDSS18-05001 for \$12,000 one year; John Fant Contract #RDSS18-05002 for \$14,000 on year; Psychological Services – Trauma Assessments Contract #PSYCH17-TBD this one has been tabled until next meeting for further discussion.

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

Motion to approve Regional Detention Contract #RDSS18-05001 for \$12,000.00 for one year made by Rick Teague, seconded by Mike Paradis, all yeas, motion carried.

Motion to approve John Fant – Tether Installation and maintenance Contract #RDSS18-05002 for \$14,000 for one year made by Rick Teague, seconded by Mike Paradis, all yeas, motion carried.

Contract for Psychological Services Contract #PSYCH17-TBS has been tabled for next meeting for further discussion.

John McCleese, Meadow Brook Director of Maintenance presented to the Board with updates on 1. Life Safety Code Requirements – Since the adoption of the 2012 Life Safety Code there are a few new requirements that will affect us as of 7/05/17 as follows:

- All rated doors and passage to fire exit doors must be inspected to certain standards on an annual basis. (We have received training that should qualify us to conduct the inspections). Note: The resident room doors that we reused during the construction are rated doors though they are not required to but we still have to inspect and maintain them,

because they are rated doors we would need to get permission from Lansing to replace them with non rated doors.

- All medical electronic devices, non medical devices facility or resident owned must be tagged and inspected on an annual basis. (Dave Bordeau was hired to begin the inspections so that we could focus on doors).
- Sprinkler heads and pipe fittings, hangers, etc. Must be inspected annually. (We are waiting to see if the annual inspection by John E. Greene will meet this requirement).
- Oxygen storage doors must have a 30 minute fire rating. (Our current oxygen storage door is not rated and our exterior oxygen storage will not meet the requirements, we will consolidate and order a rated door for the main storage room).

2. Lead and Copper Samples: Lead and copper samples were taken on 5/23/17, if results are good from this set and the next set in 2017, we will resume normal 3 year interval status on sample requirements.

3. M-88 Drain Issue: The drain in the lawn in front of Meadow View Apartments near M-88 has failed for several years now causing water to pond up and making areas difficult to mow. We will be advertising for bid to make repairs.

4. Change Supply of Community Room from Meadow Brook to MVA: Received proposal for the sprinkler separation from Meadow Brook to the Meadow View Community Room.

Motion to approve Sprinkler Separation - Change supply of Community Room from Meadow Brook to MVA Community Room not to exceed \$8,000.00 from the 2017 CAR Budget made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

The Board thanked John McCleese for all of his hard work through the construction issues and continued facility improvements.

Convene for break 10:10 a.m.

Reconvene from break at 10:15 a.m.

Marna Robertson, Meadow Brook Administrator reported to the Board with updates on: 1. **CMS - Emergency Preparedness Final Rule** - Cheryl and I participated in a national provider call on 5/4/17. Brought information to Disaster Preparedness Mtg. for review and planning. Major change in facility/community full scale exercises. New culture and emphasis in Emergency Preparedness may need an Emergency Coordinator position. (See handout). 2. **Resident Rights Booklet** - Revisions completed sent to printer. When we receive all residents and/or their guardian's will be sent a new copy. All staff members will receive a copy too. 3. **Family Satisfaction Survey** - see Electronic Copy; Overall 98% Satisfaction with our services. 4. QAPI - Meeting on 5/10/17. We have added OPT and Disaster Preparedness to the agenda for review and further oversight. 5. Continuing to work through Mega Rule and Facility Comprehensive Assessment, upcoming Staff Competencies and Infection Control Programs. 6. Cheryl and I will be attending the next Physician Provider Organization meeting in TC on 5/17/17. This work group focuses on collaboration between entities from hospitals, physicians groups, outpatient

clinics, AL and LTC groups working together when patients are transitioning between care continuums. 7. Education and Preparation of our professional staff, many folks from Maintenance to Nursing attending in-services and conferences to keep up with new regulatory requirements. See Cheryl's report. 8. We are in survey window and will continue updating staff via newsletter, emails etc. on common citable issues and offering reminders of basics. Survey process is changing and we can expect more staff interviews regarding Abuse definitions, infection control practices and dietary protocols. 9. Record of Adoption for approval HACCP (Hazard Analysis of Critical Control Point) Policy and Procedure Manual. 10. Quad A application for Outpatient Therapy is being sent out today. 11. State Treasury Audit – Plante Moran recent audit the State noticed that our operating expenditures were more than our operating revenue for the last three years. 12. Website is almost completed – couple weeks out yet. 13. Melissa created a Facebook account for Meadow Brook.

Motion to approved signing the Record of Adoption for HACCP Manual Policy and Procedures made by Rick Teague, seconded by Mike Paradis, all yeas, motion carried.

Cheryl Patton, Meadow Brook Director of Nursing presented to the Board with updates on: 1. Staffing – hired a full-time nurse Brandon Barnett. Interview for a 12 hour nurse for 3p-3a. CNA Class has 8 students. 2. Mega Rule – continuing to work on. Working on Infection Control Manual and developing Infection Control Preventionist – Liz Kaitting will be assigned this. Liz is going to certification course in June. 3. Education – Lots of staff in various departments are attending conferences to maintain competency in different areas. 3 CCC's attending Point Click Care Summit in November. Attending NADONA Conference in July. 2 Nurses are now certified in Wound Management.

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

1. Census: March 90.0% vs. February 89.5% YTD 88.8% and Budgeted at 92%.
2. Net Loss/Gain for March (\$327,589.00) vs. February (\$86,365.00) YTD 2017 (\$388,107.00).
3. Cost Per Patient Day for March \$363.44 vs. February \$378.91 YTD 2017: \$378.10.
4. Accounts Receivables Balance: March \$1,292,868.00 vs. February \$1,222,017.00 vs. (30 days).
5. Private Pay Past Due Accounts: March \$165,677.28 vs. February \$177,658.59
6. Restricted Funds Balances: March \$844,128.14 vs. February \$844,072.73
7. Depreciation Fund Balances: March \$31,314.38 vs. February \$31,309.07
8. General Cash Balance: March \$4,307,235.33 vs. February \$4,759,618.83
9. Contingency Fund Balance: March \$1,497,339.81 vs. February \$1,496,978.15
10. Meadow View Apartments Report: March (\$304.04) vs. February \$1,501.00 with Occupancy at 78% YTD \$5,569.16.
11. Discussed converting one of the Households (Grass Creek) to a AFC wing. Starting the information process and reaching out to consultants, will keep the Board updated.
12. John McCleese is contacting Bloxom Roofing to look at the MVA Roof.

13. Revisions to the 2017 CAR Budget reduction to accommodate the window replacement project.

Received a proposal from Progressive A & E for the window replacement project totally \$15,100.00.

Motion to approve proposal from Progressive A & E in the amount of \$15,100.00 not to exceed \$17,000.00 for the replacement of windows to be taken from the 2017 CAR Budget made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Motion to approve the March 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 11:59 a.m. by Rick Teague, seconded by Mike Paradis, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board