

6/28/18

The June 2018 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, June 28, 2018 at Meadow Brook Medical Care Facility. Fred Harris, Chairman, called the meeting to order at 9:12 a.m. Those present were Fred Harris, Chairman; Rick Teague, Vice Chairman; 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 Ramona Belanger, Meadow Brook Acting Secretary for Antrim County Human Services Board.

Public Comment: None.

Meeting minutes of the Regular Meeting 5/24/18, motion to approve and accept as presented by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Maureen Clore, DHHS Program Director reported for Maureen Clore, DHHS Director, with updates on: 1. Expenditures: \$963.00 for pre-approved equine therapy and camp for foster youth. Request for \$600.00 from the Social Welfare Fund to be used for the Foster Parent Appreciation Picnic. 2. Assistance Payments Worker vacancy. 3. Universal Caseload is going live on 8/20/18. 4. Time Limited Food Assistance Program will begin on 10/1/18. Approximately 240 individuals will be affected in Antrim County. 5. Discussed work requirements for Medicaid recipients.

Motion to approve and accept the DHHS Financial Report made by Rick Teague, seconded by Fred Harris, all yeas, motion carried. Motion to approve and accept the request for \$600.00 for Foster Parent Appreciation Picnic made by Rick Teague, seconded by Fred Harris, 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. I received a not to exceed \$15,000.00 quote from Bouma Construction for the work on Orchard Hill and Jordan House smoke barrier walls. This price did not include a light switch relocation or fire alarm connection for the dampers.
2. Heating Issues:
 - a. Temperature Control Inc., will begin installing the new rooftop heating and cooling units for the renovated portion of the facility the second week of July.
3. Window Project Update:
 - a. The window project is complete and the crew did a great job.
4. MiOSHA Inspection:
 - a. No eyewash stations in main Laundry, Janitors Closets and Maintenance Shop.
 - b. Blood Borne Pathogens Policy listed category 1, 2 & 3 and needed to be category A & B.
 - c. I received quotes for eyewashes in Laundry and Janitor Closets for \$28,485.00 the cost may be less if all goes well.

Marna Robertson, Meadow Brook Administrator presented to the Board updates on: 1. **Resident Satisfaction Survey** completed. See attachments. Will compile data and send to State of Michigan to capture total amount of QMI funds before August deadline. 2. **Attended MCMCFC Spring Conference** - received info on FMLA, Application updates, Labor Law, Regulatory updates and changes to survey process. 3. **Hooker|DeJong** - Freon Issue. See State Correspondence. 4. **Severe Heat Incident** - Severe Heat Alert issued for Lake Shore Cottage on Sunday, June 17th 2018 due to partial AC units down. Immediate Action taken:

- Assessed areas of LSC that has working AC vs NON Working AC within the household.
- Fans supplied to all resident rooms and in common areas.
- Floor fans in hallways to circulate and maximize working AC air
- Kitchen closed for hot food, menu shifted to cool menu items for Dinner on 6/17 thru 6/18.
- Extra Water passes completed on all shifts during excessive heat.
- Maintenance rerouted cool air from Basement in 3 story to Air Handlers to increase cool air into household.
- Closed curtains, windows etc. to decrease solar gain.
- Dim lights
- Dress light.
- Allowed staff to hydrate ad lib, via household fridge. Provided pizza for 3-11, 11-7 shift and Subway cards for 7-3 staff who worked Sunday.
- Policy on Extreme Heat/Cold sent to all staff.
- Will follow same protocol for heat prediction this weekend.
- Meadow View Residents invited to Meadow Brook Lobby to stay in air conditioning during high heat times.

5. **FRI** – State surveyor here on 6/12-6/13 on a recent self reported fall from June 8th and one from December 2017. All cleared. 6. **MIOSHA Survey** – 6/12 cited on eye wash stations or the lack there of in our janitor closets. There are a total of 9 janitor’s closets. Waiting for the written report and have started plan of correction. Estimate for completion no more than \$30K. 7. **Employee Handbooks** - will be distributed to all employees by July 1, 2018. 8. **DON Report** - Opioid and Care Plan policy and procedure changes due to new regulatory requirements. 9. **New Tenants** – Birds Cosmo and Porche donated by Michelle Fox, Bachmann’s Store in Central Lake.

Adjourn for break at 10:30a.m.

Reconvene from break at 10:45 a.m.

Cheryl Patton, Meadow Brook Director of Nursing, presented to the Board updates on: 1. Attended National NADONA Conference 2. Oxygen Alarm and Humidified vs. Non-humidified Oxygen. 3. Changes to Opioid Care Plan Policy. 4. Care Plan Process Regulation Changes - Baseline Care Plan. Six regulations changed. Care plan needs to be given to resident or family member with new timeframe. A QA will be done. 4. CMS Guest Speaker at NADONA Conference. 5. Infection Control Manual. 6. CNA Training Class Lockout – Meadow Brook Foundation may take over and Meadow Brook will be training site.

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

1. Census: April 89.6% vs. March 90.7% YTD 91.1% and Budgeted at 91%.
2. Net Loss/Gain for April (\$742,379.00) vs. March (\$728,373.00) YTD 2018 (\$781,738.00)
3. Cost Per Patient Day for April \$391.33 vs. March \$390.52 YTD 2018: \$392.52.
4. Accounts Receivables Balance: April \$1,628,584.00 vs. March \$1,645,090.00 (37 days).
5. Private Pay Past Due Accounts: April \$203,600.41 vs. March \$179,663.74
6. Restricted Funds Balances: April \$850,734.12 vs. March \$850,671.00
7. Depreciation Fund Balances: April \$436,780.29 vs. March \$436,708.50
8. General Cash Balance: April \$6,091,469.52 vs. March \$6,000,716.70
9. Contingency Fund Balance: April \$1,507,478.48 vs. March \$1,506,533.32
10. Meadow View Apartments Report: April \$1,611.44 vs. March (\$2710.13) Occupancy at 92% YTD (\$10,005.88)

Motion to approve the Eye Wash Stations (\$30,000) made by Fred Harris, seconded Rick Teague, all yeas, motion carried.

Motion to approve the Operational 2019 Projected Budget made by Rick Teague, seconded by Fred Harris.
Motion to approve the April Financial Reports made by Fred Harris, seconded Rick Teague, 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 12:17 a.m. by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board