

7/26/18

The July 2018 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, July 26, 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; 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 Acting Secretary for Antrim County Human Services Board.

Public Comment: None.

Meeting minutes of the Regular Meeting 6/28/18, motion to approve and accept as presented by Rick Teague, seconded by Mike Paradis, all yeas, motion carried.

Maureen Clore, DHHS Program Director reported for Maureen Clore, DHHS Director, with updates on: 1. Expenditures: \$1,404.36 for Board Salaries and Parenting Education Program. 2. Antrim County Health and Human Services Mission Statement. 3. Request for funds to continue lease on the copy machine that is used in the office. 4. Number of Child Protective Service Referrals. 5. Foster Care numbers have fluctuated some. 6. Budget has been approved by the Governor. 7. Stats on Assistance Payment Cases. 8. Universal Case Load is going LIVE on August 20, 2018.

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

Motion to approve Dunn's Business Machine copier lease for \$542.71 made by Fred Harris, seconded by Mike Paradis, all yeas, motion carried.

Marna Robertson reported to the Board for Kristina School, Meadow Brook Corporate Compliance Officer with updates on: 1. Attending 3 day Bootcamp for Long Term Care Attending "3-Day Boot Camp for Long Term Care". 2. Continue to provide HIPAA education in newsletters. 3. Monitor BAA's on a monthly basis (send out notices when service agreements need to be updated and/or renewed; current licensure and/or insurance coverage; current TB tests.) 4. Disaster Recovery Plan – print resident admission records/face sheets and monthly physician's orders on a monthly basis. 5. Conduct a medical record chart audit once a month with Dr. Viall. 6. Meet with Therapy Rehab director Carl Heldt twice a month to review therapy documentation and to ensure therapy orders are being entered into PCC.

Marna Robertson, Meadow Brook Administrator presented to the Board updates on: 1. Met with Charlie McCain regarding Digital / Marketing Media: Reviewing options and incorporating Multimedia Marketing, Branding, Radio, Social Media integration. 2. QAPI meeting on July 11th, further review at the time of the Board Meeting. 3. Nurse Aide Training – Since the loss of our CNA training we are looking at the MB Foundation to be our "other" agency in providing CNA training. In touch with Northern Michigan Training School a private entity and spoke with Jennifer Davis and will be meeting with her tomorrow at 10:00 a.m. to collaborate nurse aide training for our employees. 4. Annual Therapy Audit Review by Seagrove Consulting: Schedule review with findings on July 19th. This is part of our Corporate Compliance. 5. Continuing to prepare for annual survey. We are in our window. To date we have 2 FRI's out to the State for review. 6. I will be on vacation from August 4th – August 13th. 7. Site Technician from the State of Michigan came to visit. The therapists are now required to have a NPI number so they can get billed if the facility accepts Medicaid. 8. We are looking at some new staffing ideas offering 4 day work weeks. Lengthy discussion on housing in Antrim County and how we can go about pursuing development

of affordable housing for the Community as a whole. Some ideas were to offer a break in rent if employed at Meadow Brook.

Cheryl Patton, Meadow Brook Director of Nursing gave updates to the Board on: 1. Welch Allen Vital Signs monitor CAR Request \$7,062.78 which includes the cost of the Remote Install and Management Software. 2. Nurse Staffing – we have one full time afternoon position open. We hired a very irregular part time nurse. Interviewed a nurse yesterday. 3. Actively looking at alternate schedules for the Nurse Aides. 4. Facility Reported Incidents – we currently have 3 three open reports. One was a complaint that happened at an outside appointment.

Motion to approve CAR Request for the Welch Allen Vital Signs monitor in the amount of \$7,062.78 made by Rick Teague, seconded by Mike Paradis, all yeas, motion carried.

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.

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

1. Federal Fire Marshall P.O.C.'s:
 - a. I am still waiting for final pricing and start dates from Bouman Construction on the Jordan and Orchard smoke barrier walls.
2. Heating Issues:
 - a. Trane found an issue with the coils on the new rooftop units and did not ship them out as expected. Two of the units are scheduled to be shipped August 6th and will schedule work soon after they arrive.
3. MiOSHA Inspection:
 - a. Eyewash stations were installed in Janitors Closets and Exposure policy was updated. All info was sent to the inspector on July 24, 2018.
4. Door Inspections:
 - a. While performing annual door inspections we discovered that with the removal of our old locking systems and installation of the new delayed egress devices we have exposed holes on both doors and frames throughout the facility. We have ordered steel plates and for some of the doors and ordered a total of six (6) doors so far.
5. City Water Chlorination / Legionella Update:
 - a. The piping is scheduled for tie in on July 31, 2018 and the chlorination portion should be completed shortly after.
 - b. I have installed a product called “pan pads” in all of our air handler condensate drain pans that will kill Legionella and am looking for a similar project that is small enough to put in each Daiken unit.

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

1. Census: May 94.0% vs. April 89.6% YTD 91.7% and Budgeted at 91%.
2. Net Loss/Gain for May (\$931,365.00) vs. April (\$742,379.00) YTD 2018 (\$982,164.00)
3. Cost Per Patient Day for May \$386.91 vs. April \$391.33 YTD 2018: \$403.67.
4. Accounts Receivables Balance: May \$1,619,439.00 vs. April \$1,628,584.00 (33 days).

5. Private Pay Past Due Accounts: May \$189,373.73 vs. April \$203,600.41
6. Restricted Funds Balances: May \$850,943.67 vs. April \$850,734.12
7. Depreciation Fund Balances: May \$4,053,628.90 vs. April \$436,780.29
8. General Cash Balance: May \$5,562,089.81 vs. April \$6,091,469.52
9. Contingency Fund Balance: May \$1,508,460.91 vs. April \$1,507,478.48
10. Meadow View Apartments Report: May \$5,734.98 vs. April \$1,611.44 Occupancy at 92% YTD (\$4,270.90)
11. Meadow View Apartments 2019 Proposed Budget

Motion to approve the proposed 2019 Meadow View Apartments Budget made by Rick Teague, seconded by 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 11:21 a.m. by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board