

7/27/17

The July 2017 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, July 27, 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, 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; and Rhonda Groeneveld, Meadow Brook Administrative Assistant, Acting Secretary for Antrim County Human Services Board.

Public Comment: None.

Guests: Nick Maeder, Plante Moran and Shelby Talsma, Intern with Plante Moran.

Meeting minutes of the Regular Meeting 6/22/17, motion to approve and accept as presented by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Maureen Clore, DHHS Director, with updates on: 1. Expenditures – \$800.00 for Expert Witness Fees. 2. Conceptual Initiative – Integrated Service Delivery, moving forward as it was fully funded by the Governor. 3. Foster Parent Tri-County Picnic September 9, 2017 11:00 a.m. to 2:00 p.m. at Shanahan Park in Charlevoix. 4. Governor did approve budget. 5. Seeing a decrease in Medicaid applications. 6. New Judge in Charlevoix / Emmett County. 7. MCSSA Conference is in August.

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

Nick Maeder, Plante Moran presented to the Board the 2016 Meadow Brook Audit results.

Convened for break at 10:26 a.m.

Reconvened from break at 10:30 a.m.

Marna Robertson, Meadow Brook Administrator reported to the Board with updates on: 1. Outpatient Therapy – Received letter on 7/7/17 that have passed the AAAA Medicare inspection. We will be issues a Certificate of Accreditation Number “CCN#” from Medicare and then can start building. 2. John, David and I met regarding window selections, costs and clarifications to specs needed before this is sent out to contractors for bids. John will follow up with Brett the week of July 10th. 3. John is working on draft Legionnaires Action Plan, we’ll discuss at our next Disaster and QAPI meetings to make sure all elements are accounted for. 4. Severe Weather Drill and Elopement Drills are planned for this month. 5. Emergency Management Meeting scheduled 7/11/17. 6. QAPI scheduled for 7/12/17. New transition of care follow up’s being developed after discharge within 48 hours. 7. Website meeting for updates and progress on 7/13/17. 8. Social Worker – new Social Worker Patty Marar, LMSW she has prior Ombudsman and guardianship experience. 9. QAS Tax discussion. 10. QAPI Policies have been updated and presenting Record of Adoption of these policies for signature. 10. Resident

Rights Booklet – Version 5.0 given to all Board members. 11. Meadow Brook Facility Assessment due by November 2017 as required by CMS.

Motion to approve and adopt the revised Quality Assurance Performance Improvement Plan Policy and Procedures made by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Cheryl Patton, Meadow Brook Director of Nursing presented to the Board with updates on: 1. Working on Nurse Competency Evaluations as required from the new Mega Rule. 2. Attended National NADONA Conference in Florida two weeks ago. Great speakers and main discussion was on the new Mega Rules. 3. FRI's – Had two Facility Reported Incidences and surveyor came last week. We were cleared from both incidents. 4. Working on Legionnaires.

David Schulz, Meadow Brook Director of Administrative Services presented to the Board on behalf of John McCleese, Director of Maintenance with updates on 1. Life Safety Code Requirements –

- Electrical device inspections are complete with the exception of the rated resident room doors.
 - So far we have only had to replace one door and add a door closure to another.
2. Lead and Copper Samples:
 - Several water samples were sent in last week that are due every 3-5 years, I am still waiting on results.
 3. Water Management:
 - Still waiting on Temperature Control Inc. to schedule work to chlorinate the city water supply.
 4. Window Project:
 - We are still waiting to hear from Progressive Engineering. They are reviewing options for exterior sill replacement.
 5. Storm Drain Issue:
 - We have asked for bids from 3 separate contractors to fix the storm drain on M-88, so far we have received one quote.
 6. Generator Exhaust: I have been looking into options to divert the generator exhaust away from the building. Of the three options I was presented, adding a high-powered fan to force the exhaust up higher than the facility seemed to be the best option. Adding a “scrubber” would require an additional structure on top of the generator and extending the exhaust would be difficult to secure and would not likely solve the problem. I have asked for estimates for adding the high-powered fan.

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

1. Census: May 88.3% vs. April 88.5% YTD 88.7% and Budgeted at 92%.
2. Net Loss/Gain for May (\$44,422.00) vs. April (\$702,989.00) YTD 2017 (\$447,078.00).
3. Cost Per Patient Day for May \$386.07 vs. April \$378.91 YTD 2017: \$380.04.
4. Accounts Receivables Balance: May \$1,430,663.00 vs. April \$1,331,937.00 (34 days).
5. Private Pay Past Due Accounts: May \$192,838.59 vs. April \$190,137.95
6. Restricted Funds Balances: May \$844,409.69 vs. April \$844,271.20

7. Depreciation Fund Balances: May \$281,335.81 vs. April \$31,319.53
8. General Cash Balance: May \$3,995,152.98 vs. April \$4,254,784.53
9. Contingency Fund Balance: May \$1,498,251.48 vs. April \$1,497,821.15
10. Meadow View Apartments Report: May \$3,646.92 vs. April \$9,039.21 Occupancy at 80% YTD \$18,255.29.
11. Discussed upcoming Meadow View Apartment upgrades being done.

Motion to approve the May 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 12:00 p.m. by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board