

8/23/18

The August 2018 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, August 23, 2018 at Meadow Brook Medical Care Facility. Fred Harris, Chairman, called the meeting to order at 9:11 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 7/26/18, motion to approve and accept as presented by Mike Paradis, seconded by Rick Teague, all yeas, motion carried.

Maureen Clore, DHHS Director reported with updates on: 1. Expenditures: \$2,654.02 for Board Salaries and Industrial Art Camp. 2. No requests for funding for this month. 3. Universal Caseload Overview for Community Partners – went LIVE on Monday, August 20th. 4. Met our goal for Licensing Homes for the year for Foster Care. 5. Antrim County Community Trauma Team has gone County wide. 6. Staffing – down two assistance payment workers as well as a CPS worker. 7. Foster Parent Appreciation Picnic is September 8th in Charlevoix County.

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

Marna Robertson, Meadow Brook Administrator presented to the Board updates on: 1. Annual Survey 8/6-8/10. We received the following low level citations (none involving substandard care or harm)

- a. F583 - Personal Privacy / Confidentiality (Rachelle – therapist, left her clip board unattended for about 15 minutes in the new courtyard)
 - b. F607 – Develop / Implement Abuse / Neglect (Not implementing the Facility’s Abuse policy)
 - c. F609 – Reporting of Alleged Violations (the reporting and timely reporting of abuse allegations)
 - d. F656 – Develop / Implement Comprehensive Care Plan
 - e. F657 - Care Plan Timing and Revision
 - f. F692 – Nutrition / Hydration Status Maintenance (failure to assess and update nutritional interventions and ensure adequate weight management)
 - g. F697 – Pain Management (failure to assess pain levels are being monitored)
2. Cheryl and I attending Annual MAC Conference in Frankenmuth August 19th – 21st.
 3. Staffing – Schedulers are working hard on creating a Work Life Balance schedule for all Universal Workers. This schedule will offer flexible schedule options to maintain work life balance, boost morale and retention of staff. Goal is to implement this schedule October 1, 2018.

4. CNA Class Update – Meeting with the Dean of Nursing from NCMC (North Central Michigan College) in Petoskey regarding CNA class.
5. Received and renewed the MARA Contract yesterday.
6. David and Marna are attending the Housing Summit on October 22nd in Traverse City.
7. Working on Plan of Corrections to be submitted by August 29th.

Cheryl Patton, Meadow Brook Director of Nursing gave updates to the Board on: 1. Working on Plan of Corrections. Care Plan Team Meeting was yesterday to discuss and make changes collectively. Members of the Care Plan Team went to Grandvue to look at their Care Plans. Also talked to their Chef about the Employee Meal program offering food for staff to purchase. Grandvue gave us some good ideas to consider in the future. 2.

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

1. Federal Fire Marshall P.O.C.'s:
 - a. I learned that the Bouma Construction Representative I've been working with on the smoke barrier wall projects is leaving Bouma Construction. The new representative promised to expedite our projects after the first week of September.
2. Roof Top Heating / Cooling Replacement:
 - a. Two of the new roof top units have been installed and appear to be running well.
 - b. We discovered that the increased air flow from the new roof top units was removing build up in the duct work and are scheduling duct cleaning during the remaining installations.
3. State Fire Marshall Inspection:
 - a. We had our inspection on 8/17/18 and so far have not received any citations. We may receive 1 citation for flex duct on dryers and are waiting for code requirement verification.
 - b. We received several compliments on our overall compliance and our Disaster Preparedness.
4. City Water Chlorination / Legionella Update:
 - a. The piping is tied in and we are waiting on pure water works to install the Chlorinator.
 - b. Our State Surveyor was very impressed with our Water Quality Control Plan.

Adjourn for break at 10:23 a.m.

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

1. Census: June 95.3% vs. May 94.0% YTD 92.3% and Budgeted at 91%.
2. Net Loss/Gain for June (\$712,055.00) vs. May (\$931,365.00) YTD 2018 (\$960,827.00)
3. Cost Per Patient Day for June \$385.61 vs. May \$386.91 YTD 2018: \$400.58.
4. Accounts Receivables Balance: June \$1,691,474.00 vs. May \$1,619,439.00 (36 days).
5. Private Pay Past Due Accounts: June \$206,885.34 vs. May \$189,373.73
6. Restricted Funds Balances: June \$851,160.24 vs. May \$850,943.67
7. Depreciation Fund Balances: June \$825,885.98 vs. May \$4,053,628.90
8. General Cash Balance: June \$3,953,169.62 vs. May \$5,562,089.81
9. Contingency Fund Balance: June \$1,509,510.57 vs. May \$1,508,460.91
10. Meadow View Apartments Report: June \$2,727.34 vs. May \$5,734.98 Occupancy at 92% YTD (\$1,543.56)
11. Capital Budget Request for 2018 – informational as to the standing of the account balance.

12. Resolution #4 of 2018 Write Offs of Bad Debt \$65,829.17
13. Union Negotiations set for October 10th at 10:00 a.m. A second date (if needed) is set for October 17th at 10:00 a.m.

Motion to approve Resolution #4 of 2018 for Write Offs of Bad Debts and Adjustments as all avenues for collection of the bad debts have been exhausted and deemed uncollectible in the amount of \$65,829.17 as of July 31, 2018 made by Fred Harris, seconded by 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 10:59 a.m. by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board