

8/24/17

The August 2017 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, August 24, 2017 at Meadow Brook Medical Care Facility. Fred Harris, Chairman, called the meeting to order at 9:06 a.m. Those present were Fred Harris, Chairman; Rick Teague, Vice Chairman; Michael 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; Ben McGuire, Meadow Brook Systems Administrator; Cheryl Patton, Meadow Brook Director of Nursing; John McCleese, Meadow Brook Director of Maintenance and Rhonda Groeneveld, Meadow Brook Administrative Assistant, Acting Secretary for Antrim County Human Services Board.

Public Comment: None.

Meeting minutes of the Regular Meeting 7/27/17, motion to approve and accept as presented by Mike Paradis, seconded by Rick Teague, all yeas, motion carried.

Maureen Clore, DHHS Director, with updates on: 1. Expenditures – None for July. 2. Have not received staffing packages yet. Negotiations have just started. 3. Request for support of \$600.00 from the Social Welfare Fund to support the Foster Family Appreciation Picnic. 4. DHHS and MIBridges new online application will be rolling out soon.

Motion to approve \$600.00 from the Social Welfare Fund for the Foster Family Appreciation Picnic made by Mike Paradis, seconded by Rick Teague, all yeas, motion carried.

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

Marna Robertson, Meadow Brook Administrator reported to the Board with updates on: 1. Outpatient Therapy – Contacted AAAA regarding time frame for CCN# could take up to 6 months. 2. Window Report – Engineers are putting together the ad for bid to contractors. They have reviewed and have planned out for special needs regarding the stone sill. See John's report for further details. 3. Fireman's Dinner 8/07/17. 4. CMS Rating – we continue to rank at the 5 star rating. 5. One FRI out as a resident was stating a man was in their room. Reportable incident to the State but this did not occur. Just completed a second FRI yesterday. 6. Website – Will go live on September 3<sup>rd</sup>. 7. Vacation scheduled from 8/5/17 – 8/15/17. 8. Presented Facility Assessment. 9. Quality Assurance Assessment Tax Update – expected Net Loss to the Facility (\$16,428.00) 10. Cheryl and I are working on workflows for the nursing staff. We are reevaluating nursing processes, i.e., duties, assignments from Charge Nurses to Clinical Care Coordinators with the advent of the new regulatory requirements and succession planning the average age of a nurse at Meadow Brook is 58.

- a. Infection Control Preventionist
- b. Skin and Wound
- c. CPR
- d. Clinical Competencies – Nursing
- e. Class Instructor

f. MDS / Care Planning / Discharge Planning

Cheryl Patton, Meadow Brook Director of Nursing presented to the Board with updates on: 1. Nurse Aide Class starts September 7<sup>th</sup>. 2. Ordered 5 new beds. 3. Blood Glucose Monitors – For Infection Control purposes each resident is going to have their own monitors. 4. Physician Orders and Medication Orders – working on a Quality Assurance study to make sure that items are not being missed. 5. Trialing a Med Cart on Glacier Hill and Cedar River. 6. New requirements for reporting to the State went from 24 hour to 2 hour time frame. 7. Two FRI last week.

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

1. Life Safety Code Requirements –

- The State has extended the deadline for having fire door inspections complete until January 1, 2018.

2. Water Management:

- I am still waiting on Temperature Control Inc., to schedule work to chlorinate the city water supply.
- We have installed a second automatic flush to a dead leg that fills the fire suppression tank.

3. Waste Water Coverage:

- I received a letter from the Village of Bellaire stating that the sewer meter is showing more water than out water meter suggesting we may have another infiltration issue. After speaking with both Chris Thompson and Ken Stead from the Village Water and Sewer Department, we feel the amount of additional sewer does not warrant further investigation at this appoint. They will keep track and inform us if there is any significant increase.

4. Window Project:

- The ad for the window project bids went out on 8/23/17.
- Special Board Meeting August 31, 2017 to open bids for Window Replacement Project at 10:00 a.m.

5. Disaster Prep:

- We are in the beginning stages of planning the full-scale evacuation / emergency drill for 2018.
- The Fireman's Dinner went well and had a good turnout.

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

1. Census: June 94.5% vs. May 88.3% YTD 89.6% and Budgeted at 92%.
2. Net Loss/Gain for June (\$63,933.00) vs. May (\$44,422.00) YTD 2017 (\$119,510.00).
3. Cost Per Patient Day for June \$378.91 vs. May \$386.07 YTD 2017: \$377.24.
4. Accounts Receivables Balance: June \$1,450,505.00 vs. May \$1,430,663.00 vs. (32 days).
5. Private Pay Past Due Accounts: June \$180,825.87 vs. May \$192,838.59
6. Restricted Funds Balances: June \$844,624.39 vs. May \$844,409.69
7. Depreciation Fund Balances: June \$281,382.06 vs. May \$281,335.81

8. General Cash Balance: June \$4,258,038.75 vs. May\$3,995,152.98
9. Contingency Fund Balance: June \$1,499,076.05 vs. May \$1,498,251.48
10. Meadow View Apartments Report: June (\$8,415.95) vs. May \$3,646.92 Occupancy at 83% YTD \$9,839.34.
11. Intern Haley Deveneau coming starting Monday for a 10-week internship for her Masters Degree in Business Administration – her main duty will be to revise the Meadow Book Employee Handbook.
12. Presented the proposed 2018 Meadow View Apartment Budget.
13. David Schulz mentioned that we are seeking quotes on security cameras to be installed throughout the Meadow View Apartments.
14. Resident Trust Accounts – Denise Wilks, Accounts Payable has transitioned this responsibility over to Nancy Hersha, Payroll / Accounts Payable. With this change Huntington Bank needs a formal resolution to revise the signature holders.

Motion to approve the June Financial Reports made by Mike Paradis, seconded Rick Teague, all yeas, motion carried.

Motion to approve the proposed 2018 Meadow View Apartment Budget made by Fred Harris, seconded by Mike Paradis, all yeas, motion carried.

Motion to approve Resolution #4 of 2017 to open and maintain a bank account for Resident Trust Account made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Motion to pay Meadow Brook bills, made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Motion to pay Meadow Brook Monthly Vouchers made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Motion to adjourn at 10:50 p.m. by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

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Fred Harris, Chair

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Maureen Clore, Secretary to the Board