

9/27/18

The September 2018 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, September 27, 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 8/23/18, motion to approve and accept corrected minutes as presented by Rick Teague, seconded by Mike Paradis, all yeas, motion carried.

Maureen Clore, DHHS Director reported with updates on: 1. Expenditures: \$627.64 for Dunn's Business, Mancelona Hardware and Mancelona Public Schools. 2. Requesting \$600.00 for "Shop with a Hero" in December to help support this party. 3. Statewide CPS Audit – received 24 citations. 15 counties with 160 cases read. Working on action plans and ways to improve, steps are already in place in the tri-county to make sure this does not happen again. Expecting a revisit within 6 months. 4. Staffing – several openings. 5. Universal Caseload – challenging. Experiencing long wait times on the phone systems. Working on prioritizing tasks in the cues. 6. Antrim County Trauma Committee is working with the Children's Advocacy Center to view the movie "Resilience" October 7th in Elk Rapids. 7. Spoke with Bryan Hardy about presenting to the Board for having the capability of using Bridge Cards at the Farmer's Market.

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

Motion to approve support of "Shop with a Hero" in the amount of \$600.00 made by Mike Paradis, seconded by Rick Teague. All yeas, motion carried.

Maureen Clore presented to Rick Teague a Certificate of Appreciation for his years of service to the Antrim County Health and Human Services Board for the past 6 years. Rick was also presented an award for Honorary Foster Parent Award for his dedicated to the Foster Child Program.

Marna Robertson, Meadow Brook Administrator presented to the Board updates on: 1. Annual Survey 8/6 - 8/10: All Plan of Corrections has been accepted by the State. Our date certain for overall compliance is 9/28/18. 2. Staffing – Goal for October 1st implementation for new schedules WILL be effective November 1st. We decided it was best to have Town Hall meetings for further staff engagement in September. Changes to the Absentee Policy have been completed. Staff will receive copies of revised policy by October 1st for 30 day notification. 3. CNA Training Partner - I have been in touch with the Dean of Nursing for NCMC in Petoskey. Very close to a proposal for the college to start training on site. Once the proposal is received and approved, I will request a State Waiver as required. The Dean also wants to send Nursing students to our facility for clinical time. 4. Preparing for the October 13th planned Disaster with the County. Letter to families will be sent in the next newsletter, included in October billing statements and will be put on the Facebook and Media Stations to alert folks that it is a drill and not to panic. I also spoke to Resident Council about this at their September meeting. 5. Working with David and his staff on workflow of Billing and Admissions paperwork. We will be having weekly work group meetings for the next 4 weeks. 6. Union Negotiations are scheduled for October 10th and 17th (if needed).

Cheryl Patton, Meadow Brook Director of Nursing gave updates to the Board on: 1. Staffing: Have interviewed 3 nurses this week. 2. Schedulers worked out the new revised Nurses Schedule which takes effect October 1, 2018 and Universal Worker schedules will take effect November 1, 2018.

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

1. Heating Issues:
 - a. All of the new roof top units have been installed; we will be making adjustments to have them ready for the heating season.
2. Federal Fire Marshall Reinspection:
 - a. The State Fire Marshall inspected and approved the duct on the household dryers.
3. Village Water Chlorination / Legionella Update:
 - a. The chlorinator was installed and adjusted on 9.26.18.
4. Disaster Preparation:
 - a. We are set to have our full scale disaster training event on Saturday, October 13, 2018.
5. Storm Damage:
 - a. One of the large willow trees on the south side of the facility came down in last week's wind storm. When the crew comes out to remove the tree I am going to have them trim several branches on other trees that have the potential to contact the building should they fall.

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

1. Census: July 89.6% vs. June 95.3% YTD 91.9% and Budgeted at 91%.
2. Net Loss/Gain for July (\$261,606.00) vs. June (\$712,055.00) YTD 2018 (\$1,222,433.00)
3. Cost Per Patient Day for July \$415.53 vs. June \$385.61 YTD 2018: \$402.71.
4. Accounts Receivables Balance: July \$1,629,833.00 vs. June \$1,691,474.00 (37 days).
5. Private Pay Past Due Accounts: July \$212,267.07 vs. June \$206,885.34
6. Restricted Funds Balances: July \$851,369.88 vs. June \$851,160.24
7. Depreciation Fund Balances: July \$826,026.26 vs. June \$825,885.98
8. General Cash Balance: July \$3,768,537.48 vs. June \$3,953,169.62
9. Contingency Fund Balance: July \$1,511,428.79 June \$1,509,510.57
10. Meadow View Apartments Report: July (\$4,699.72) vs. June \$2,727.34 Occupancy at 92% YTD (\$6,243.28)
11. 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.
12. Request to increase Meadow Brook Visa Card amounts.
13. Request to close out Ferstle Fund
14. MERS Defined Contribution / Defined Benefit Plan Status
15. Meadow Brook Foundation Board Meeting is October 17th at 5:00 p.m.
16. Health Insurance Blended Rates for 2019 reflects a 0% increase. ☺
17. QMI Reimbursement– We received our QMI Payment in the amount of \$317,123.00. Quality Measurement Incentive \$134,000.00 is what we pay back. The balance \$183,123.00.

Motion to approve request an increase in the limit to each of the Meadow Brook Medical Care Facility VISA accounts as indicated below made by Mike Paradis, seconded by Rick Teague, all yeas, motion carried.

<u>Account</u>	<u>Employee Names on Account</u>	<u>Exp. Date</u>	<u>Current Limit</u>	<u>Requested Limit</u>
7110 1806	Rhonda Groeneveld & Amy Pearson	6/20	5,000	10,000
7109 9778	Marna Robertson & David Schulz	6/19	5,000	7,000

7109 7244	Angela Rainey, Ramona Belanger & Ben McGuire	9/18	3,000	5,000
7109 9570	Cheryl Patton, Anne Walsh, John McCleese & Denise Wilks	7/19	5,000	7,000

Motion to close the Ferstle Fund (Antrim County fund #718) and transfer the entire balance as of September 30, 2018 to the Meadow Brook Funded Depreciation Account (Antrim County Fund #780) made by Rick Teague, seconded by Mike Paradis, all yeas, motion carried. These funds were used to fund the window project.

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 11:08 a.m. by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board