

9/28/17

The September 2017 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, September 28, 2017 at Meadow Brook Medical Care Facility. Fred Harris, Chairman, called the meeting to order at 9:03 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; Haley Devaneau, Intern from Ferris State University, Ben McGuire, Meadow Brook Systems Administrator; Cheryl Patton, Meadow Brook Director of Nursing; John McCleese, Meadow Brook Director of Maintenance and Ramona Belanger, Meadow Brook Activity Director, Acting Secretary for Antrim County Human Services Board.

Public Comment: None.

Meeting minutes of the Regular Meeting 8/24/17, motion to approve and accept as presented by Mike Paradis, seconded by Rick Teague, all yeas, motion carried.

Meeting minutes of the Special Board Meeting 9/14/17, 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: \$1,398.31 for Board salaries; \$25.90 to Mancelona CIS for copies; \$361.00 for copier lease at DHHS office; \$800.00 for expert witness fees for adjudication trial. Upcoming expenditures include approximately \$500.00 for Foster Parent Picnic. Further requests will come in the next few months. 2. Foster Parent Picnic was a huge success. Fred Harris and Rick Teague attended. 3. Fiscal clerk has been hired. No full staffing package has been released yet. 4. Update on Project Re:Form and new assistance application for DHHS. 5. Update on School-Justice Summit and changes to laws involving truancy and absenteeism. Zero Tolerance laws also have been modified. 6. Update on trauma informed community's initiative through DHHS. Plan is work at integrating trauma informed practices within schools with work beginning in Mancelona. 7. MiAIMES, the new adult services software program is planned to roll out in October, 2017. 8. Maureen will not be at the October meeting as she is attending a National Judicial Engagement meeting in October with the Judge of Little Traverse Bay Band of Odawa Indians. Jen Duch will be at the meeting to represent DHHS.

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. Team Meeting with Standard and Brit for Windows on 9/21/17. 2. Housing Meeting – Andy Hayes from NELA. 3. CPG – 41 4. FRI's – 2 were surveyed M.T. this week. No 2567 yet but anticipating 1 citation potential harm. We will IDR it once received. 5. Competencies – Nursing 6. Behavior Tracking Improvement – PCC workflow. 7. Webpage - 8. Facebook training – Social Media Policies. 9. Board Re-Appointments. 10. Scout – Glacier Hill's pet will get some training. Meeting today at 1:00 pm. 11. Admissions – Census is at 127 and booming. Kris met with McLaren on 9/24.

Cheryl Patton, Meadow Brook Director of Nursing presented to the Board with updates on:

1. Casper Report
2. Critical Care Pathways Element
3. Skills Fair for Nurse Competency
4. CPR
5. Flu Vaccine

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

1. Water Management: Still waiting on Temperature Control Inc. to schedule work to chlorinate the City Water Supply.
2. Waste Water Coverage: Received a call from Chris Thompson from the Village of Bellaire Waste Water Management Plant stating that our readings look better and the coverage they previously reported was likely due to the excessive rain we had during that time.
3. Staffing Update: Gerald Averill will be leaving to pursue other interest effective 9/29/17. I have asked former employee David Bordeau to fill in temporarily until the position is filled.
4. Waste Management: We have been having a lot of issues with Waste Management not picking up trash in a timely manner causing us to have overflowing trash throughout the day and putting us at risk for a citation from the State and delaying staff in performing work. I met with them to rewrite our contract and review each year as opposed to auto renew which will allow us to change companies if they continue to fail.

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

1. Census: July 93.9% vs. June 94.5% YTD 90.3% and Budgeted at 92%.
2. Net Loss/Gain for July (\$234,111.00) vs. June (\$63,933.00) YTD 2017 (\$353,620.00).
3. Cost Per Patient Day for July \$437.58 vs. June \$378.91 YTD 2017: \$386.42.
4. Accounts Receivables Balance: July \$1,580,626.00 vs. June \$1,450,505.00 (35 days).
5. Private Pay Past Due Accounts: July \$198,472.08 vs. June \$180,825.87
6. Restricted Funds Balances: July \$844,5832.21 vs. June \$844,624.399
7. Depreciation Fund Balances: July \$281,429.85 vs. June \$281,382.06
8. General Cash Balance: July \$4,289,295.34 vs. June \$4,258,038.75
9. Contingency Fund Balance: July \$1,499,848.35 vs. June \$1,499,076.05
10. Meadow View Apartments Report: July (\$1,574.05) vs. June (\$8,415.95) Occupancy at 84% YTD \$8,265.29.

Motion to approve the July Financial Reports made by Mike Paradis, seconded 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 11:35 p.m. by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board