

7/25/19

The July 2019 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, July 25, 2019 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; Maureen Clore, Antrim County DHHS Director; Melissa Zelenak, Member; Josh Watrous, Antrim County Commissioner Liaison; Marna, Robertson, Meadow Brook Administrator; David Schulz, Meadow Brook Director of Administrative Services; Cheryl Patton, Meadow Brook Director of Nursing; Ben McGuire, Meadow Brook Systems Administrator; John McCleese, Meadow Brook Director of Maintenance and Rhonda Groeneveld Meadow Brook Administrative, Meadow Brook Acting Secretary for Antrim County Human Services Board.

Public Comment: None.

Guests Present: None.

Meeting minutes of the Regular Meeting 6/27/19, motion to approve and accept corrected minutes as presented by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Maureen Clore, Antrim County DHHS Director reported with updates on: 1. \$1,733.86 in expenditures for June. \$1,169.10 in Board Pay, \$384.56 copier, \$180.20 assistance to foster family. 2. Presented the proposed Social Welfare Fund appropriation request of \$15,000.00 to the County Commissioners. 3. Foster Family Picnic is 9/7/19 from 11:00-2:00 at Shanahan Park in Charlevoix. 4. 2nd quarter stats were shared for CPS, APS and Assistance Payments. 5. MA work requirements was discussed. Webinar with more information is scheduled for 7/31/19. 6. DHHS is working with Probate Court and COA on how to provide some legal assistance to seniors in the County. 7. Main areas of focus for DHHS Child Welfare in the next 6-12 months will be Safety in Care, Recurrence and Attaining Timely Permanence. Department is looking at decreasing policy requirements. 8. State Budget negotiations are just beginning. 9. ISEP Federal Hearing was 6/27/19. Decision was made to eliminate MiSACWIS and move to a different platform over the next 3-5 years.

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

Motion to accept and approve proposed DHHS 2020 Budget made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

John McCleese, Meadow Brook Director of Maintenance reported to the Board with updates on: 1. Jordan House and Orchard Hill Smoke Barriers: The Fire Marshall approved both projects. We are waiting for the official paperwork to change the drawings. 2. Disaster Preparedness: After observing the radio communication problems at the active shooter exercise we are looking into having equipment installed in the facility that would allow police to communicate from within the building. 3. Access Controls / Wanderguard and Nurse Call: Still working on getting quotes for new access control system from Habitech, Compass Communications and Summit Fire and Safety. We are still waiting on Habitech to fix the Cedar River access problem. Some of the attempted fixes have caused a lot of random issues. During a demo of a new nurse call system, we learned that Compass Communications (our Nurse Call System Provider) may also be able to

handle our access controls and wander guard systems. 4. Courtyard Renovations: Cyman Gardens submitted a quote for retaining walls, plants and materials for \$37,580.00. I was unable to get a contractor to quote for waterproofing the wall behind the raised flower beds. I used a previous waterproofing job by Great Lakes Caulking to estimate a cost not exceed \$8,000.00. I will continue to call contractors. 5. MVA Gas Meter: DTE moved our gas meter from the basement to the front of Meadow View Apartments. With this move came the opportunity to have Meadow Views gas usage to be metered vs. the current method of using the square footage to determine the usage. I received a quote from Temperature Control for \$9,855.00 to pipe from the basement to the meter outside.

Motion to approve piping of the DTE Gas Meter for Meadow View Apartments in the amount of \$9,855.00 to more accurately determine usage made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Fred Harris and Melissa Zelenak opened bids for the Interior Courtyard Sidewalk Replacement Garden Project:

- Joe Harmon and Dave Robb - \$92,000.00
- South Arm Construction - \$58,000.00
- Grand Traverse Construction - \$90,450.00
- Cyman Gardens - \$37,580.00

Tabled until August meeting for further discussion and review.

Marna Robertson, Meadow Brook Administrator presented to the Board updates on: 1. RAVE – Working with Staff to upload application and training. 2. Major Staffing Crisis – Leadership is working on shifting back to CNA and HHA (Household Assistant). Reviewing budget data and FTE's needed. We have a Survey Monkey in process to query staff. Informal discussions with staff tell me that it is too much to handle doing Nurse Aide duties and household cleaning, cooking etc. 3. Discussing with Plante Moran on closing Jordan House. This also impacts staffing and if closed would help. 4. Dealing with pest control issues on a couple of households. 5. Preparing for survey as we are now in our window. 6. Annual Blood Drive was held on Wednesday, July 17th – huge success! 7. Seeing an uptick in APS referrals. 8. Ferstle Memorial Plaque update. 9. Drone Images from UpNorth Imaging: would like to select one of the top 3 images to have enlarged and framed for our Wall of History on Main Street.

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

- Continue to interview for Household Assistant positions
- In crisis mode, 27 open UW positions as of 7/7/19. Three open nurse positions. Staffing Committee working on potential solutions including separating from UW model to CNA model with Household Assistants for cooking and cleaning.
- Received retirement notice from Doris Barkovich, CCC for Orchard Hill.
- Working on offering more 12 hour nurse / alternative schedule for nurses.

Equipment:

- Looking at new Wanderguard and Nurse Call program as John McCleese reported.

Compliance:

- In survey window,

David Schulz, Meadow Brook Administrative Services Director reviewed with the Board the May 2019 Financial Reports:

1. Census: May 85.4% vs. April 84.4% YTD 85.1% and Budgeted at 91%.
2. Net Loss/Gain for May (\$205,965.00) vs. April (\$112,292.00) YTD 2019 (\$679,080.00).
3. Cost Per Patient Day for May \$435.25 vs. April \$443.34 YTD 2019: \$431.12.
4. Accounts Receivables Balance: May \$1,255,921.00 vs. April \$1,361,487.00 (29 days).
5. Private Pay Past Due Accounts: May \$176,796.31 vs. April \$174,131.17
6. Restricted Funds Balances: May \$682,158.44 vs. April \$682,151.53
7. Depreciation Fund Balances: May \$412,773.76 vs. April \$436,597.80
8. General Cash Balance: May \$5,138,660.54 vs. April \$5,060,169.13
9. Contingency Fund Balance: May \$1,525,924.95 vs. April \$1,523,975.32
10. Meadow View Apartments Report: May \$8,118.35 vs. April (\$623.25) Occupancy at 89% YTD \$8,325.94.
11. Medicaid Auditor Team (Grayling) – received notice that they are NOT being relocated to Lansing.

David Schulz, Meadow Brook Administrative Services Director presented May bills for approval.

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

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

Motion to adjourn at 11:05 a.m. by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board