

4/25/19

The April 2019 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, April 28, 2019 at Meadow Brook Medical Care Facility. Fred Harris, Chairman, called the meeting to order at 9:00 a.m. Those present were Fred Harris, Chairman; Mike Paradis; Member; Melissa Zelenak, Member; Maureen Clore, Antrim County DHHS Director; 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; Kristina School, Meadow Brook Corporate Compliance Officer; and Rhonda Groeneveld Meadow Brook Administrative, Meadow Brook Acting Secretary for Antrim County Human Services Board.

Public Comment: None.

Meeting minutes of the Regular Meeting 3/28/19, motion to approve and accept corrected minutes as presented by Mike Paradis, seconded by Melissa Zelenak, all yeas, motion carried.

Maureen Clore, Antrim County DHHS Director reported with updates on: 1. Expenditures for March 2019 were \$1,643.69. MCSSA dues was paid in the amount of \$1,436.55 and Foster Family Christmas party expenses in the amount of \$207.14. 2. Update on the Universal Case Load system including the addition of a voicemail system. Non-UCL deployed staff will continue to assist until May 30, 2019. The backlog continues to decrease. A MARA contract was put into place with North Country CMH. 3. CPS Audit hearing have been conducted in the House and will move to the Senate. DHHS has made some significant changes to address the Audit Findings. Settlement agreement was made in the Discrimination Lawsuit. All adoption agencies contracted with the State will need to comply with DHHS non-discrimination policy. JooYeun Change has been named the new Children's Service Agency Director. May is Foster Care Awareness and Mental Health Awareness Month. The film Resilience will be shown on 5/5/19 in Bellaire and 5/16/19 in Central Lake. Coming up for Air will be shown on 5/8/19 in Boyne City. 4. Antrim DHHS is fully staffed.

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

Motion to support matching funding for Michigan Youth Opportunity Initiative in the amount of \$ 600.00 made by Melissa Zelenak, seconded by Mike Paradis, all yeas, motion carried.

Marna Robertson, Meadow Brook Administrator presented to the Board updates on: 1. Cheryl and I attended spring Joint Provider Training in Grand Rapids April 8th & 9th. A. Fun Theory - incorporating technology in daily life. B. Infection Control updates. C. Nurse Aid Investigation - Only LTC CNA's are being singled out of the 52,000 CNA's we have in Michigan. 2. PDPM Consultant workshop and audit - 4/16 - 4/18. 3. Meadow Brook Foundation Meeting on 4/17. 4. Work group completed brochure on recruitment - see attached in your packets. 5. Nursing Home Compare - will show on the big screen. 6. Resident Satisfaction Survey's will be completed in May for QMI dollars. 7. Easter Egg Hunt - 4/13 was a huge success! 8. Volunteer Luncheon on 4/17 at 12:30 pm. 9. Meadow Brook is hosting Antrim County Master Planning meeting on 4/23 from 5pm - 9pm. 10. Kids Fish Day on 4/27. 11. Met with Munson Business Development Rep. Working through Hospice issues and improving our partnerships with Home Health and Hospice. 12. Working with Director of Social Services on improved discharge planning process with new regulations and QM's- i.e. Return to hospital within 30 days and PDPM can come back within 3 days of discharge to avoid hospital. 13. Follow up with RAVE - setting up a meeting with Leslie to discuss the messaging component.

Marna Robertson, Meadow Brook Administrator presented to the Board update on Nursing Home Compare.

Kristina School, Meadow Brook Corporate Compliance Officer reported to the Board with updates on: 1. Continue to provide HIPAA education in newsletters. 2. Monitor Business Associate Agreement on a monthly basis (send out notices when service agreements need to be updates and / or renewed; current licensure and / or insurance coverage and current TB tests). 3. Disaster Recovery Plan – print resident admission records / face sheets and monthly physician’s orders on a monthly basis. 4. Conduct a medical record chart audit once a month with Dr. Viall. 5. Meet with Therapy Rehab Director, Carl Heldt twice a month to review therapy services documentation and to ensure therapy orders are being entered into PCC. 6. Working on developing a Social Media Policy with Ben McGuire, IT Director. 7. Taking classes and webinars regarding the new Patient Driven Payment Model which will take effect October 1, 2019 – PDPM The Patient Driven Payment Model is the proposed new Medicare Payment rule for skilled nursing facilities. It is intended to replace the current RUG-IV system with a completely new way of calculating reimbursement. Designed to promote value-based care by shifting incentives from the volume of services patient received to a system where payments are based on the patient’s condition and care needs.

Convene for break at 10:50 a.m.

Reconvene from break at 10:55 a.m.

Cheryl Patton, Meadow Brook Director of Nursing reported to the Board with updates on: 1. Staffing: Hired new RN, BSN, Heather Ziegler for 3p-11p shift. Received notice from 12hour LPN leaving employment with facility to move down state. Universal Worker Staffing update. 2. Equipment: Purchasing beds thru large equipment (nursing) budget – plan is to purchase 20 beds. 3. Compliance: Cleared by State Surveyor for 3 outstanding Facility Reported Incidents. RE: Survey complete for compliant citation, Facility plan of correction in place and found compliant. Reported one FRI yesterday.

David Schulz reported on behalf of John McCleese, Meadow Brook Director of Maintenance with updates on: 1. Jordan House and Orchard Hill Smoke Barriers : They are currently installing the dampers; I received a quote for \$15,585.00 that does not include the work performed by Summit Fire and safety or Grand traverse construction for ceiling repair or replacement. 2. Electrical Inspection: F & Z Electric completed the annual inferred scan on all of our electrical panels and did not find any loose connections. The only concern they had was with the panel in the main laundry having a lot of lint in the panel. We will coordinate with laundry to shut it down and clean the lint out. 3. Staffing: Jacob Collins is doing very well. Dillon Hudson will be moving to the U.P. within a couple of months.

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

1. Census: February 85.6% vs. January 84.5% YTD 85.0% and Budgeted at 91%.
2. Net Loss/Gain for February (\$18,218.00) vs. January \$55,921.00 YTD 2019 \$23,851.00.
3. Cost Per Patient Day for February (\$17.08) vs. January \$431.51 YTD 2019: (\$29.51).
4. Accounts Receivables Balance: February \$1,341,275.00 vs. January \$1,355,721.00 (31 days).
5. Private Pay Past Due Accounts: February \$133,517.90 vs. January \$142,553.35
6. Restricted Funds Balances: February \$858,083.96 vs. January \$849,375.62
7. Depreciation Fund Balances: February \$488,829.55 vs. January \$488,754.96
8. General Cash Balance: February \$4,441,997.48 vs. January \$4,110,205.34
9. Contingency Fund Balance: February 1,520,168.25 vs. January \$1,518,965.59

10. Meadow View Apartments Report: February \$1,856.72 vs. January \$500.79 Occupancy at 86% YTD \$2,357.51.
11. Update on Meadow View Apartments with updates on new signage; possible car port quote and occupancy.

Motion to retro actively approve the 2018 CAR Budget to amend the purchase amount of Piccolo machine in the amount of \$13,761.00 made by Mike Paradis, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve revised 2019 CAR Budget from \$16,000.00 to \$17,525.00 for final Smoke Barrier costs for Jordan House made by Mike Paradis, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve addition to the 2019 CAR Budget for the addition of Damper Installation for Orchard Hill in the amount of \$16,000.00 made by Mike Paradis, seconded by Fred Harris, all yeas, motion carried.

Motion to approve carrying the 2018 CAR Budget for the Welch Allen Vital Signs tower in the amount of \$6,519.00 to the 2019 CAR Budget made by Melissa Zelenak, seconded by Mike Paradis, all yeas, motion carried.

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

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

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

Motion to adjourn at 11:39 a.m. by Fred Harris, seconded by Mike Paradis, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board