

5/23/19

The May 2019 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, May 23, 2019 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; 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; 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: Nick Maeder, Plante Moran

Meeting minutes of the Regular Meeting 4/25/19, 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. No Expenditures for April 2019. 2. Maureen presented to the Board a couple special funding requests for the following: \$800.00 for expert witness fees for custody trial; \$300.00 Facilitation of Trauma Informed Communication Team and \$1,260.00 to pay for Pre-school Tuition for 2 siblings that are in foster home – All total \$2,360.00. 3. 2018 ACDHHS Annual Report.

Motion to approve and support funding assistance in the amount of \$2,360.00 for expert witness fees; facilitation of trauma informed care and preschool tuition made by Mike Paradis, seconded by Melissa Zelenak, all yeas, motion carried.

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

Nick Maeder, Plante Moran presented to the Board the 2018 Meadow Brook Audit results.

Convene for break at 10:40 a.m.

Reconvene from break at 10:50 a.m.

Marna Robertson, Meadow Brook Administrator presented to the Board updates on: 1. Met with Senator Wayne Schmidt on 5/11/19 to discuss the Nurse Aid Investigation Unit and MLTSS dual eligible pilot program. He was very receptive and appreciative of the information I gave him. 2. PDPM Consultant Workshop and Audit - see audit finding attachments. 3. Meeting with Munson Business Development Representative. Working through Hospice issues and improving our partnerships with Home Health and Hospice on 5/29/19. 4. FRI (Facility Reported Incident) survey on 5/13/19. 5. Rhonda and I are working on RAVE set up. We have our geo parameter defined. Rhonda will be working with Ben on setting up phone lines. Continue to chase the County Leslie and Mike Genk about the RAVE messaging. 6. Ramona, John and I Met with contractors about re-doing the old courtyard on 5/3/19. 7. Indigo Physician's Group has since

sold out to a National Corporation called Sound Group. 8. Central Lake School will be doing an Active Shooter exercise on June 19, 2019. John and Marna will be participating.

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

Staffing:

- 4 Household Assistants did not get into the Grandvue Class as the class was full. Have to wait until August now.
- One full time RN on the 11p – 7a shift off on paid administrative leave (will discuss)
- Continue to interview for Household Assistant positions
- 2 Open Charge Nurse position on 3p – 11p
- Relias Learning – Computerized Inservice Program

Equipment:

- Ordered 20 new beds for Antrim Lodge along with 20 mattresses scheduled for delivery the beginning of June.
- Looking at ordering the CBC Analyzer (complete blood cell count) as requested by Dr. Viall

Compliance:

- State of Michigan Surveyor on 5/13/19 for investigation of Facility Reported Incident (FRI) cleared. No citation received.
- Reported FRI on 5/22/19.

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

1. Jordan House and Orchard Hill Smoke Barriers: Both projects are complete and waiting for final inspections.
2. Annual Door Inspections: We have five sets of smoke compartment doors that need to be replaced immediately. Three sets have the finish worn down exposing material in the door and two sets are badly warped and will not close correctly. I received a quote for \$33,575.00 to replace all 5 sets. Due to the code requirement stating that we take immediate action, the doors have been ordered prior to Board approval to avoid delays.
3. Barn Flooding: We have been experiencing flooding issues in the barn and are looking at options. I will keep the Board informed as we progress.
4. Disaster Preparedness: Marna and I will be participating in the Active Shooter exercise at Central Lake School on June 19, 2019. Lightning Protection Equipment has been installed at Meadow View Apartments making Meadow Brook fully protected.
5. Access Controls: On 5/22/19 we learned that our door control system software is out of date and we can no longer get controllers that will work with our software. Currently, our controller for Cedar River is bad, the doors still lock and function normal but we cannot program new badges to Cedar River at this time. We are waiting for Habitech to provide more information. If the new software will not work with the old controllers we may have to replace all of the existing controllers.

Critter Issues: Did trap one mink that was terrorizing our pond. Also have a Comorant that needs to be trapped.

Motion to approve purchase of (5) Smoke Compartment Doors to be replaced with metal doors not to exceed the amount of \$40,000.00 made by Mike Paradis, seconded by Melissa Zelenak, all yeas, motion carried.

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

1. Census: March 85.7% vs. February 85.6% YTD 85.2% and Budgeted at 91%.
2. Net Loss/Gain for March (\$385,277.00) vs. February (\$18,218.00) YTD 2019 (\$361,426.00).
3. Cost Per Patient Day for March \$422.70 vs. February \$487.79 YTD 2019: \$425.66
4. Accounts Receivables Balance: March \$1,313,521.00 vs. February \$1,341,275.00 (31 days).
5. Private Pay Past Due Accounts: March \$147,420.65 vs. February \$133,517.90
6. Restricted Funds Balances: March \$682,128.48 vs. February \$858,083.96
7. Depreciation Fund Balances: March \$473,254.28 vs. February \$488,829.55
8. General Cash Balance: March \$5,004,621.43 vs. February \$4,441,997.48
9. Contingency Fund Balance: March \$1,521,820.56 vs. February 1,520,168.25
10. Meadow View Apartments Report: March (\$1,526.67) vs. February \$1,856.72
Occupancy at 86% YTD \$830.84.
11. Update on Meadow View Apartments with updates on new signage; possible car port quote and occupancy. Quote for \$30,000.00, still gathering cost information.
12. Resolution No. 5 of 2019
13. Temperature Control Proposal moving two boilers from Glacier Hill to Meadow View Apartments in the amount \$21,634.00

Motion to approve Resolution No. 5 of 2019 inasmuch as all avenues for collection of the debts in the amount of \$113,725.09 have been exhausted, the Antrim County Human Services Board / Meadow Brook Governing Board designates this amount as uncollectible and authorizes the Facility to write off the above to the indicated accounts as of May 31, 2019 made by Mike Paradis, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve and authorize the moving of two boilers from Glacier Hill to Meadow View Apartments by Temperature Control, Inc in the amount of \$21,634.00 made by Mike Paradis, seconded by Melissa Zelenak, all yeas, motion carried.

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

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

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

Motion to adjourn at 12:10 p.m. by Fred Harris, seconded by Mike Paradis, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board