

8/22/19

The August 2019 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, August 22, 2019 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; Maureen Clore, Antrim County DHHS Director; Melissa Zelenak, Member; Mike Paradis, Vice Chairman; 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 Ramona Belanger, Meadow Brook Therapeutic Recreation Director 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 7/25/19, 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. \$405.96 in expenditures for July. \$105.96 in Foster Family Assistance and \$300.00 in Pleasant Valley Bible Camp. 2. No requests for expenditures. 3. DHHS Antrim / Charlevoix / Emmet – changing how Universal Caseload Geo Group. Will remain partnered with Cheboygan / Presquille County but the remainder will be split up. Benzie / Manistee going alone as well as Grand Traverse / Kalkaska will be going alone at the end of October. With that said there is no State Budget as of yet due to the changes. 4. Staff Picnic Day today. 5. Currently fully staffed. 6. Medicaid Work Requirements Update – still moving forward, mass mailing will be going out in September. 7. Insurance Code can be changed if your living arrangement changes. 8. Children Services Administration – maltreatment of care, numbers were really large and checked deeper into the data and continuing to monitor and review that data. 9. Foster Parent Picnic on September 7th at 11:00 a.m. Shanahan Park in Charlevoix – all are invited.

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

Cheryl Patton, Meadow Brook Director of Nursing reported for Marna Robertson, Meadow Brook Administrator will updates to the Board on: 1. RAVE - Meeting set with Leslie and Mike at the County on 8/6 to see if we can dovetail on the Messaging system. 2. Staffing Crisis Update: Met with team on 8/1. Premise: Current situation is Overtime is controlling US. How can we control Overtime?

- Analyzed Overtime hours for the last 2-4 pay periods. (call in's, open positions, FMLA's)
- Analyzed Overtime hours for the next 2-4 pay periods. (projection based on current opening positions, FMLA's)

- Asked the schedulers to look at the staffing patterns and see with those hours could we do 12 hour shifts? (4 12's = 48hours/week) We will do this for the first quarter. September- December.
- Rationale: To have built in overtime and utilize decreased staff efficiently.
 - This will spread overtime out fairly across all staff.
 - Currently we have a handful of staff that pick up a tremendous amount of shifts, leaving others to complain when they are mandated and behind in the book.
 - Continue to have stagnant applicants for CNA positions. Highly competitive market throughout the State and in our region.
 - Open Shifts will be consistently filled.
 - Staff can plan their lives with decrease fear of unknowns. (Is today the day I get mandated?) Decrease tension and frustration.
 - Plan on having town hall meetings to inform staff 13th-16th
- Splitting workload by moving comprehensive duties of Universal worker to Household Assistant (HHA) and CNA. HHA will do Dietary and Housekeeping. CNA focus will be primary care of resident requiring skilled needs.
- Notified Bob Donnack, Teamsters Rep and Steve Girard about setting earlier dates to negotiate wage rates for CNA staff. Date has been set for August 22nd.
- Filling positions for HHA's by September for 3 households.

3. Phone conference with John Lanczak, Plant Moran on 8/8 to discuss financial impacts and the State process for taking beds off line. (Closure of Jordan House 10 beds). 4. Finance Director Position- Deb Haydell, (former Antrim County Accountant) has accepted our offer to replace David when he retires. Her start date will be December 1, 2019. 5. Mrs. Sheneman, RN, NHA Meadow Brook's first Administrator for 42 years passed away. Meadow Brook has sent flowers and will be represented at visitations and the funeral. 6. I will be on vacation from 8/17-9/3.

Cheryl Patton, Director of Nursing presented to the Board the Staffing Crisis powerpoint presentation that was presented to all staff August 16th – 19th.

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

Staffing:

- Universal Worker Staffing Update – major changes to UW Job Description and to shift assignments – based on Staffing Crisis.

Equipment:

- No issues.

Compliance:

- In survey window, expecting the State for annual survey any time.

John McCleese, Meadow Brook Director of Maintenance reported to the Board with updates on:
1. Access Controls / Wanderguard and Nuse Call: Still working on getting quotes for new access control system from Habitech, Compass Communications and Summit Fire and Safety. We seemed to be making progress on the Cedar River issue with the exception of one (1) controller that serves four (4) doors. We are now having the same issue with the Jordan House controller that we had with the Cedar River controller. 2. Courtyard Renovation Project:

Motion to accept the Courtyard Renovation Project bid submitted by Grand Traverse Construction for \$139,580.00, not to exceed \$150,000.00 made by Mike Paradis, seconded by Melissa Zelenak, all yeas, motion carried.

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

1. Census: June 86.7% vs. May 85.4% YTD 85.4% and Budgeted at 91%.
2. Net Loss/Gain for June \$174,758.00 vs. May (\$205,965.00) YTD 2019 (\$502,450.00).
3. Cost Per Patient Day for June \$425.16 vs. May \$435.25 YTD 2019: \$430.11.
4. Accounts Receivables Balance: June \$1,316,685.00 vs. May \$1,255,921.00 (30 days).
5. Private Pay Past Due Accounts: June \$146,548.22 vs. May \$176,796.31
6. Restricted Funds Balances: June \$680,165.59 vs. May \$682,158.44
7. Depreciation Fund Balances: June \$412,841.61 vs. May \$412,773.76
8. General Cash Balance: June \$5,167,426.78 vs. May \$5,138,660.54
9. Contingency Fund Balance: June \$1,527,667.75 vs. May \$1,525,924.95
10. Meadow View Apartments Report: June (\$10,952.87) vs. May \$8,118.35 Occupancy at 90% YTD (\$2,626.93)
11. County Credit Rating improved to AA+
12. Meeting with Teamsters specifically to present CNA Wage Scale proposal today.
13. Proposed 2020 Meadow View Apartment Budget

Motion to approve Marna Robertson the authority to move forward and sign on Union Agreements made by Fred Harris, seconded by Mike Paradis, all yeas, motion carried.

Motion to support approval of the 2020 Meadow View Apartment Budget, made by Fred Harris, seconded by Mike Paradis, all yeas, motion carried.

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

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

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

Motion to adjourn at 10:46 a.m. by Fred Harris, seconded by Mike Paradis, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board