

9/26/19

The September 2019 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, September 26, 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; 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 8/22/19, motion to approve and accept corrected minutes as presented by Mike Paradis, seconded by Fred Harris, all yeas, motion carried.

Maureen Clore, Antrim County DHHS Director reported with updates on: 1. \$525.00 in expenditures for MAC Conference in August. 2. No requests for expenditures. 3. Working on requesting final appropriation to the County for the end of the year. 4. State budget has not yet been passed. Working on a Shut Down Contingency Plan. 5. Governor Whitmer did sign leniency on Work Requirements. 6. Thank you for sending letters in support of LPC. 7. Foster Family Picnic – had a great turnout of about 75 guests. 8. MCSSA Conference – Draft Plan for moving forward with the MCSSA which includes training and participation.

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

John McCleese, Meadow Brook Director of Maintenance reported to the Board with updates on: 1. Access Controls / Wanderguard and Nurse Call: We have decided to take a more simplistic approach to our access control system and use keypads vs. card readers so we no longer depend on programming systems. We will start with all of the front doors to the households and a few other areas to eliminate the immediate crisis of not having badges for new staff and then continue to do the other doors within the Households in 2020. The cost for the initial emergency area is \$9,000.00.

Motion to approve amending the CAR Budget to increase \$10,000.00 for the cost of repair and replacement of Wanderguard / Access Control made by Fred Harris, seconded by Mike Paradis. All yeas, motion carried.

2. Courtyard Renovation: Side walk work is almost complete. Just received a quote this morning for an irrigation system for the Courtyard for a total of \$7,019.30 including all plumbing and electrical.

3. Heating: We are finishing boiler replacements and gas meter change.

Marna Robertson, Meadow Brook Administrator reported to the Board with updates on: 1. Staffing Update: Started 12 hour shifts for all CNA's for September. HHA's for 3 households started on September 8th. The remaining 4 households in the 3-story will start on October 6th with the new monthly schedule. 2. Union Negotiations: Meadow Brook and Teamsters met on August 22nd to negotiate proposed changes to the CNA wage scale; successful negotiation, effective pay increase September 8th. 3. PDPM - We are ready for the start on October 1st. 4. Dave and I met with Pete Garwood; Sherry Comben, Treasurer; Deb Haydell, Accountant; on September 12th to discuss refinancing of the Bond Debt. See attached documents. 5. Stubby Ferstle memorial plaque is here [☞](#) 6. Door Security Update - Trials and tribulations! 7. Successful Annual End of Summer Picnic, lots of fun! 8. Foundation Meeting set for October 16th at 5:00 p.m. 9. Courtyard renovations are in full swing! 10. Ramona Belanger, Therapeutic Recreation Director and Volunteer Services Coordinator has given her notice that she will be retiring February 1st. Human Resources will be placing ads and contacting colleges that offer that degreed program.

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

- a. Universal Workers / CNA's
 - Implemented 12 hr mandatory shifts for all Nurse Aides
 - Implementing Household Assistants to the households, plan is to have CNA's and Household Assistants and eliminate the Universal Worker Classification. This should be complete with the October 2019 schedule.
 - Shortages of CNA staff continue, applications for CNA training / employment continue to trickle in slowly
 - 10 CNA openings currently (within the 12 hr schedule)
- b. Nurses
 - 2 full time openings on 3-11 and 2 full time openings on 11-7
 - Working on a proposal to offer more 12 hr shifts for nurses (working with scheduling to determine a proposed schedule) next step is to review the nursing budget to see if the 12 hr proposal is feasible
 - *the 12 hr shifts are a draw for nurse applications / employment
 - Just hired an RN for 32 hours a week for 3p-11:15p.

Equipment:

- a. Lifts
 - Some issues with some of our aging full body and sit to stand lifts, working with Maintenance to determine patterns. Replacement may be necessary.

Compliance:

- a. Survey window

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

1. Census: July 92% vs. June 86.7% YTD 86.3% and Budgeted at 91%.
2. Net Loss/Gain for July \$78,961.00 vs. June \$174,758.00 YTD 2019 (\$423,487.00).
3. Cost Per Patient Day for July \$387.59 vs. June \$425.16 YTD 2019: \$423.49.
4. Accounts Receivables Balance: July \$1,451,069.00 vs. June \$1,316,685.00 (31 days).
5. Private Pay Past Due Accounts: July \$140,710.03 vs. June \$146,548.22
6. Restricted Funds Balances: July \$683,659.29 vs. June \$680,165.59
7. Depreciation Fund Balances: July \$412,911.74 vs. June \$412,841.61
8. General Cash Balance: July \$4,778,481.50 vs. June \$5,167,426.78
9. Contingency Fund Balance: July \$1,529,296.31 vs. June \$1,527,667.75
10. Meadow View Apartments Report: July (\$4,869.68) vs. June (\$10,952.87) Occupancy at 100% YTD (\$7,496.61)
11. Resolution No 6 of 2019

Motion to approve Resolution No. 6 of 2019 subject to the Antrim County Board of Commissioner's formal decision to proceed with the refinancing of the outstanding bonds associated with the \$13,600,000 County of Antrim General Obligation Limited Tax Bonds – Series 2012, be it resolved that the Antrim County Human Services Board / Meadow Brook Governing Board gives the Meadow Brook Administrator the authority to direct the transfer of one million (\$1,000,000) dollars from Meadow Brook Medical Care Facility Fund #512 (General Cash account) to Meadow Brook Project Debt Retirement Fund #351 for the purpose of further reducing the amount of refinanced bond debt made by Melissa Zelenak, seconded by Mike Paradis. All yeas, motion carried.

Motion for approval to move forward with the concept of car ports to be installed at Meadow View Apartments for the tenants made by Mike Paradis, seconded by Melissa Zelenak. All yeas, motion carried.

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

Mike Paradis made the announcement that when his term is up in October that he will retire from the Board. We appreciate the years of service that Mike has given to the Board and Meadow Brook Medical Care Facility.

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 10:30 a.m. by Mike Paradis, seconded by Fred Harris, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board