

11/14/19

The November 2019 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, November 14, 2019 at Meadow Brook Medical Care Facility. Fred Harris, Chairman, called the meeting to order at 9:02 a.m. Those present were Fred Harris, Chairman; Maureen Clore, Antrim County DHHS Director; Melissa Zelenak, Member; Diana Kelly, Member; Josh Watrous, Antrim County Commissioner Liaison; Marna Robertson, Meadow Brook Administrator; David Schulz, Meadow Brook Director of Administrative Services; 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.

Welcome to the Board new Member Diana Kelly!

Meeting minutes of the Regular Meeting 10/24/19, motion to approve and accept 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. No expenditures for October. Final request for FY19 appropriation was submitted for the amount of \$2,500.00 from the County. First request for FY20 appropriation will be submitted in December. 2. Reviewed Antrim/Charlevoix/Emmet DHHS Operating Budget for FY20. 3. Reviewed third quarter child welfare, adult and assistance payment statistics. 4. Provided brief update regarding Universal Case Load. Backlog remains at 6%. State Director to provide direction of application in December. 5. Maureen will provide new Board Member, Diana Kelly, with information regarding board membership.

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

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

Marna Robertson, Meadow Brook Administrator reported to the Board with updates on: 1. Marna Robertson and Cheryl Patton met with Dr. Jackson a couple of weeks ago to discuss the PACENorth (Program of All-inclusive Care for the Elderly) Program. This program is focused on dual eligibles (people that have both Medicaid and Medicare) and provides coordinated care for nursing-home eligible older adults so that they are supported in living safe and healthy lives in their own homes. PACE is centered on the

belief that it is better for the well-being of senior with chronic care needs and their families to be together – living at home.

2. David Schulz and Marna Robertson attended Fall Financial Conference last week and learned that we need to watch payment structure with PDPM and Navi Health because it was determined that the “Blues” are not participating in PDPM. This is causing us to get reimbursed at a lower rate. The MCF’s are working together and collecting data to fight this. From the accounting side GASBY (General Accounting Principles) new rule that we have to monitor anything that we are leasing and include it on our Balance Sheet. Marna has asked the Department Heads to gather a list of equipment that we lease.

2. Budget Cuts - Based on State of Michigan decreased reimbursement from 80% to 65% Variable Cost Limit effective November 1, 2019. Objective - To make cuts in areas where impacts to direct resident care will NOT BE directly impacted as a first pass. Discussed staff realignments and reallocation of duties for all departments.

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

1. Census Year to Date: 171 admits, 130 discharges, 35 expires

2. Annual Survey 10/14-10/16: Received (6) citations for the following:

- *F-689 Free of Accident Hazards / Supervision / Devices*
- *F-700 Bedrails*
- *F-726 Competent Nursing Staff*
- *F-759 Free of Medication Error 5% or more*
- *F-761 Labeling / Storage of Drugs and Biologicals*
- *F-880 Infection Prevention and Control*
- (2) minor citations from the Fire Marshall.

3. Still in Staffing Crisis and will continue to hire and will be continuing the mandatory 12 hour shifts for another quarter. Since the Mandatory 12 hour Staffing Crisis we have only hired and retained 6 new staff. Our goal was to reach 20.

4. Looking at Pharmacy costs and high level medications. Working closely with Dr. Viall and the Pharmacist Consultant to look at where we can make some reductions.

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

1. Access Controls / Wanderguard and Nurse Call:
 - a. We have installed keypads at all household entrance doors.
2. Heating:
 - a. The new rooftop unit on Glacier Hill is having control issues and going into cooling mode. The Daiken units have been turned back on and we will likely have to repair the Daiken system that is currently in need of new compressors.
3. Staffing:
 - a. Dillon Hudson's last day was 11-13-19.

Motion to move break at 10:44 a.m. made by Fred Harris.

Reconvene from break at 10:52 a.m.

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

1. Census: September 89.2% vs. August 93.7% YTD 87.5% and Budgeted at 91%.
2. Net Loss/Gain for September \$497,981.00 vs. August \$1,047,826.00 YTD 2019 \$1,127,065.00.
3. Cost Per Patient Day for September \$411.08 vs. August \$386.77 YTD 2019: \$417.63
4. Accounts Receivables Balance: September \$1,599,334.00 vs. August \$1,614,453.00 (35 days).
5. Private Pay Past Due Accounts: September \$222,268.17 vs. August \$160,295.41
6. Restricted Funds Balances: September \$683,673.67 vs. August \$683,665.97
7. Depreciation Fund Balances: September \$398,390.32 vs. August \$398,324.84
8. General Cash Balance: September \$6,290,545.55 vs. August \$5,782,181.32
9. Contingency Fund Balance: September \$1,532,489.63 vs. August \$1,530,746.98
10. Meadow View Apartments Report: September \$7,598.42 vs. August \$7,288.81 Occupancy at 93% YTD \$7,390.52

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

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

Motion to adjourn at 11:20 a.m. by Fred Harris, seconded by Diana Kelly, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board