

12/19/19

The December 2019 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, December 19, 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; Maureen Clore, Antrim County DHHS Director; Melissa Zelenak, Member; Diana Kelly, Member; Marna Robertson, Meadow Brook Administrator; David Schulz, Meadow Brook Director of Administrative Services; Deb Haydell, Meadow Brook Finance Director; John McCleese, Meadow Brook Director of Maintenance; Ben McGuire, Meadow Brook Systems Administrator; Cheryl Patton, Meadow Brook Director of Nursing 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 11/14/19, motion to approve and accept minutes as presented by Fred Harris, seconded by Diana Kelley, all yeas, motion carried.

Maureen Clore, Antrim County DHHS Director reported with updates on: 1. Expenditures for November included the 3rd quarter board pay in the amount of \$1,184.77. No expenditures requested. 2. Update on the HMP work requirements that will go into affect 1/1/2020. 3. MISACWIS computer system is being replaced. RFP has been posted. The new process will take 3-5 years. 4. Staffing package is expected to be released in the next week. 5. Update on the Trauma Coordinator Contract. It is hopeful that the contract with Communities in Schools will continue. 6. Update on the Families First Preservation Act. A goal is to reduce the number of children entering residential care and bolster services and supports to family foster homes. 7. Adult advisory committee has been formed to help support the adult staff in the BSC. 8. Michigan is revamping the licensing rules to be better aligned with the National Standards. 9. Resilience screening in East Jordan on 1/14/2020.

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. Adopt A Family Update – Residents and Staff donated \$1,396.00 and lots and lots of food for our family of 6! Delivery of gifts will be later today. 2. Workman's Compensation Renewal – Experience Mod 0.52! Annual Rate is \$145,502.00. This demonstrates 1.8% decrease from last year. 3. State Budget Update – To date no word. See response letter to Fred Harris from Robert Gordon, DHHS Director. 4. Town Hall Meetings December 4th and 5th – Updated the staff on budget cuts, Staffing Crisis and State Budget stand off. 5. Bond Renewal Update. 6. Plante Moran phone conference to

discuss that we have all of our internal controls in place for not replacing the second payroll position. 7. Phase 2 – looking at deep dives into our purchasing practices with HPSI and HPS for bulk pricing. Also looking at resident appointment transportation. 8. Filing a Trespass after Warrant today against a family member. 9. Welcome Deb Haydell, Finance Director. 10. Merry Christmas and Happy New Year!

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

1. Staffing:
 - a. Continue with 12 hour scheduling for all CNA Staff. Will re-evaluate in March 2020.
 - b. Able to offer a decrease to CNA Staff in the number of hours worked in a 2 week period, down from 96 hours every two weeks to 84 in a pay period.
 - c. Hired 3 nurse aide candidates, sent to training on December 9, 2019. Two more internal candidates for the January 2020 class.
 - d. Filled one open full time nurse position on the 7pm – 7am shift. One left to fill.
 - e. Received two notices of retirement for Unit Clerks. Will hire within and fill one in January 2020 and the other before March 2020 (*18 internal applications received.) Interviewed 7 candidates and still undecided.
 - f. Received 30 day resignation from Midnight Supervisor today.
2. Equipment:
 - a. Reviewing 2020 Budget for first quarter purchases.
3. Compliance:
 - a. Re-visit from State of Michigan for follow up on Annual Survey. Cleared of all citations.
4. Other:
 - a. Exploring options for cost savings within the Nursing Department.
 - b. Consider use of a company that provides comprehensive care services for residents, see attached.
 - c. Researching ideas for changes in our Therapy / Restorative Nursing Department.

Resident Appointments

January 2, 2019 to November 26, 2019

Total Appointments Completed year to date = 756

Dental Appointments	115
Hearing	8
Glasses / Opth	53
*Ophthalmology, Retinal Consult, Optometrist	

Other Appointment Types:

Heart Vascular / Cardiothoracic

Dialysis

Orthopedic

Infectious Disease

Community Mental Health

Urology

Radiology

Infusion Center

Dermatology

Chiropractic

Wound Care

Orthotics / Prosthetics

Neuromuscular Rehab

Sleep Disorder Clinic

Nephrology

Foot & Ankle

Cancer Center

Total paid to Antrim County Transportation for Resident Medical Transport YTD:
\$50,229.00

RECOMMENDATIONS:

1. Research companies that provide hearing, dental, podiatry, optometry, within the Facility. Director of Nursing to contact vendors and arrange a presentation for Administrator, Director of Nursing and other clinical staff.

2. Attempt to decrease outside appointments by 10%. This would decrease costs in Resident Transport – Antrim County Transportation, decrease number of visits would be less strain on Facility Nurse Aide staff who accompany the residents.

RATIONALE FOR PROPOSED CHANGES:

- Potential Facility cost savings while maintaining resident services
- Reduce the number of times that residents have to leave the Facility in inclement weather

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

1. Heating / Cooling:
 - a. We currently have all Daiken Units off in the renovated areas and we are monitoring temperatures in the Kitchens. I am working with Temperature Control Inc. to get a quote for Air Conditioners for the kitchens and nurses stations and a few other areas so we can prepare to shut down the Daiken Systems permanently in the renovated areas.

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

1. Census: October 89.1% vs. September 89.2% YTD 87.7% and Budgeted at 91%.
2. Net Loss/Gain for October \$134,497.00 vs. September \$497,981.00 YTD 2019 \$1,261,565.00.
3. Cost Per Patient Day for October \$389.96 vs. September \$411.08 YTD 2019: \$414.77.
4. Accounts Receivables Balance: October \$1,549,215.00 vs. September \$1,599,334.00 (34 days).
5. Private Pay Past Due Accounts: October \$177,282.47 vs. September \$222,268.17
6. Restricted Funds Balances: October \$683,681.12 vs. September \$683,673.67
7. Depreciation Fund Balances: October \$398,457.99 vs. September \$398,390.32
8. General Cash Balance: October \$7,854,121.02 vs. September \$6,290,545.55
9. Contingency Fund Balance: October \$1,517,372.30 vs. September \$1,532,489.63
10. Meadow View Apartments Report: October (\$17,726.30) vs. September \$7,598.42 Occupancy at 94% YTD (\$10,335.68).

Motion to amend the previously approved 2020 Capital Appropriations budget to include 1) installation of additional courtyard plantings (\$7,000), 2) Replacement of 2 household kitchen floors (\$14,000) and 3) Replacement of the 60 lb Milnor washing machine (\$14,000) resulting in an updated Capital Appropriations budget in the amount of \$450,600.00 made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve the Allen Supply quotation and associated Arndt Electric quotation in an amount not to exceed \$6,000, to replace the door into the Meadowview Apartment Community Room from the 2nd floor apartment hallway from the Meadow View Fund Balance made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to authorize Marna Robertson, David Schulz, Debra Haydell, Rhonda Tomczak and Sherry Comben as the designated signators on the Meadow Brook Medical Care Facility Accounts Payable and Payroll checking accounts with Alden State Bank made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

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