

01/28/16

The January 2016 Regular meeting of the Meadow Brook Governing Board/Antrim Co. Human Services Board was held on Thursday, January 28, 2016 at Meadow Brook Medical Care Facility. Fred Harris, Chairman, called the meeting to order at 9:00 a.m. Those present were Fred Harris, Chairman, Rick Teague, Vice Chairman; Mike Paradis, Member; Robert Wilson, Antrim County Commissioner Liaison; Marna, Robertson, Meadow Brook Administrator, David Schulz, Meadow Brook Director of Administrative Services; Ben McGuire, Meadow Brook Systems Administrator; Cheryl Patton, Meadow Brook Director of Nursing; John McCleese, Meadow Brook Director of Maintenance; Kristina School, Meadow Brook Corporate Compliance and Rhonda Groeneveld, Meadow Administrative Assistant, acting Secretary for Antrim County Human Services Board.

Public Comment: None.

Meeting minutes of the Regular Meeting 12/17/15, motion to approve and accept as corrected by Rick Teague, seconded by Mike Paradis, all yeas, motion carried.

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

1. Heating Issues:

- a. We are still waiting to hear from Daiken to see if the information they collected and reviewed has determined any causes to the issues we have had.
- b. We had a compressor failure on one of the Grass Creek Daiken systems. We used the portable rental heater and replaced both compressors on 01-27-16.

2. Radiant Panels / Supplemental Heat:

- a. All radiant panels have been installed and we have been running them in several areas and though they have helped, I have concerns that we will still have issues when we get into negative temperatures.
- b. I should have some specs from Nealis engineering next week for a design build for reusing the boiler by next week.
- c. We received our new portable diesel heaters last week and will be looking at best options for using them as far as location and set up and get them ready for use.

3. Exit Lighting Update: F & Z installed additional fixtures at their cost and light meter test show that we are in compliance.

4. Shower Seats and Hand Rails:

- a. We have had 2 shower seats come loose from the wall and believe they were not anchored sufficiently, we also continue to have hand rail bolts coming out of the wall that appear they are not anchored as well. I am working with Brad Kranig to resolve the issues.

5. Water Heaters:

- a. We have had a lot of expensive repairs on the old water heaters that serve the renovated areas. I will be getting quotes to replace some of them in 2017.

Board Members, Marna Robertson and John McCleese toured the areas where we are using the portable heaters. Board discussed having Marna Robertson proceed with discussion with legal counsel regarding heating / cooling issues we are having and to take a look at the construction contracts.

Board revisited the Village of Bellaire DPW's request for Meadow Brook to contribute to cost of the purchase of a permanent water meter. After lengthy discussion the Board has made the decision to deny this request.

Motion made by Fred Harris to deny the request made by Village of Bellaire DPW to contribute to the cost of the purchase of a permanent water meter, seconded by Rick Teague, all yeas, motion carried.

Patricia Simmons, Secretary to the Board with updates on: 1. Jane West was promoted to ES Worker. 2. Financials – tabled until the February Board Meeting. 3. Office Update: Will try and get more information for the February meeting. 4. There are 3 potential interviewees for the Director position. 5. Fare Market Counseling Contract for Signature \$63.00 per hour for single counseling and \$120.00 per hour for group counseling.

Motion by Rick Teague to approve Fare Market Counseling 3 year Contract #COUN16-various, seconded by Mike Paradis, all yeas, motion carried.

Adjourn for break at 10:25 a.m.

Reconvene from break at 10:35 a.m.

Marna Robertson, Administrator introduced Kris School, Corporate Compliance Officer to update the Board quarterly. Kris reported 1. Each month she prints an updated resident contact list and allergy list for our Disaster Recovery Plan. 2. There was one HIPAA investigation this month. 3. Therapy Audit will be conducted soon. 4. Keeps the Business Contracts and Business Associate Agreements current and in compliance. 5. Weekly educates the staff via the Meadow Brook Messenger on HIPAA information and ongoing compliance.

Marna Robertson, Administrator reported on behalf of John McCleese, Director of Maintenance present to the Board with updates on:

1. Point Click Care - Clinical and Billing/Admissions teams are making progress towards full integration by target date of 3/1/16.
 - Clinical - went live with EMAR (med pass) and Order processing the week of 1/11-1/15/16.
 - o Next steps are follow up with integration of lab and x-ray services
 - o Progress notes, weights, vital sign documentation and scanning capabilities
 - o Universal Worker training on their parts of documentation
 - Administrative - Admissions, Billing and Accounts Payable
 - o Billing on track with Accounts Receivable
 - o Accounts Payable on track with the exception of Trust Fund accounts (user having difficulty with change to new software)
 - o Admissions working through IRM (Inquiry/Referral/Marketing) quirks.
2. Village of Bellaire - Follow up discussion on Water Meter issue. Please see attached letter from Public Works Committee and Meadow Brook's accounting of fees paid to the Village since October 2001 to October of 2015.
3. Environmental Issues -
 - o Daiken Units – 10 units affected on Grass Creek the week of 1/11/16. Possible compressor failure. John will have more details in his report. Radiant heat panels worked!

- o Shower benches are breaking off the walls. Evidently they have a 250# load limit which we were not aware. John is working on fixes and has been in contact with Christman.
 - o Handrails loosening. This has been an area of concern and John has been addressing with Christman on how to fix it on a permanent basis.
4. Bed Rail Guidelines - Cheryl and I received the State's revised Best Practice Guidelines on how LTC facilities should assess to avoid resident entrapment.
 5. Nursing - We continue to explore ways to attract and retain Nurses. Our schedulers have been trying to work out 12 hour shift and 8 hour shift coverage templates. This is an effort to meet a variety of staff requests balanced with the needs of the facility. Set a date for February 5th to discuss with the Union Representatives and Business Representative for union staff to also go to 12 hour shifts.
 5. Discharge Planning: Munson has contracted with a company called SilverView which allows individuals who are being discharged from Munson to decide where they are being discharged to.
 6. Looking Ahead - Outpatient Therapy has stagnated due to waiting on a survey from CMS. I do apologize as my time as been pulled in various directions. I plan on following up as we settle down with our PCC merge. Dialysis - Cheryl and I have discussed taking on dialysis residents. Cheryl will be reaching out to the DON's and her professional organization NADONA to check on clinical process guidelines, care needs etc. This is a next step in our evolution of care!

Cheryl Patton, Director of Nursing reported to the Board with updates on: 1. Staffing for Nurses. Have hired 3 new hours. Have an ad in the paper for a Medical Assistant. This is a new position as we need a staff member to be able to round with the doctors as we do not have an extra nurse available to do this. 2. Facility Reported Incident – Expecting Surveyor to be coming in. 3. Side Rails the State of Michigan is bringing this back to the forefront. In the process of revamping policies processes and staff education.

David Schulz, Meadow Brook Administrative Services Director reviewed with the Board the November 2015 Financial Reports:

1. Census: November 94.4% vs. October 92.8% YTD 89.6% and Budgeted at 96%.
2. Net Loss/Gain for November (\$137,951.00) vs. October (\$204,943.00) YTD 2015 (\$1,190,072.00).
3. Cost Per Patient Day for November \$332.43 vs. October \$393.59 YTD 2015: \$357.38.
4. Accounts Receivables Balance: November \$2,206,768.00 vs. October \$2,334,777.00 (51 days).
5. Private Pay Past Due Accounts: November \$216,071.65 vs. October \$272,613.59.
6. Restricted Funds Balances: November \$844,526.04 vs. October \$844,391.37.
7. Depreciation Fund Balances: November \$163,185.47 vs. October \$264,800.68.
8. General Cash Balance: November \$280,357.35 vs. October \$308,406.50.
9. Contingency Fund Balance: November \$1,490,512.32 vs. October \$1,490,347.02.
10. Meadow View Apartments Report: November \$3,648.11 vs. October (\$3,077.01) with Occupancy at 72% YTD \$53,663.83.
11. Reviewed Actual vs. Budget Statement of Operations.
12. New Hire Nancy Hersha, Payroll / Accounts Receivable replacement for Berni Snow has been a great addition to the Meadow Brook team!
13. Plante Moran Annual Audit
14. Point Click Care Training is ongoing.

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

Motion to pay Meadow Brook Monthly Vouchers made by Fred Harris, seconded by Rick Teague, all yeas,

motion carried.

Motion to adjourn at 12:08 p.m. by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Fred Harris, Chair

Patricia Simmons, Secretary to the Board