

05/26/ 16

The May 2016 Regular meeting of the Meadow Brook Governing Board/Antrim Co. Human Services Board was held on Thursday, May 26, 2016 at Meadow Brook Medical Care Facility. Fred Harris, Chairman, called the meeting to order at 9:07 a.m. Those present were Fred Harris, Chairman, Rick Teague, Vice Chairman; Michael Paradis, Member; Robert Wilson, Antrim County Commissioner Liaison; Maureen Clore, Director of DHS; Marna, Robertson, Meadow Brook Administrator, David Schulz, Meadow Brook Director of Administrative Services; Ben McGuire, Meadow Brook Systems Administrator; and Rhonda Groeneveld, Meadow Brook Administrative Assistant, acting Secretary for Antrim County Human Services Board.

Guests: Nick Maeder, Michele McDermott, Plante Moran and Eric Conway, Plante Moran (via phone conference)

Public Comment: None.

Meeting minutes of the Regular Meeting 4/28/ 16, motion to approve and accept as corrected by Michael Paradis, seconded by Rick Teague, all yeas, motion carried.

Maureen Clore, OHS presented the Board with updates on: 1. Expenditures - \$1,436.44 for MCSSA Dues. 2. Carry -Over Funds accurate with the balanced budget \$28,848.40. 3. Camperships Funds Request for two foster care children - \$436.00 for a week to attend Camp Hiawatha and \$555.00 for additional three children to attend camp in Mancelona. 4. Maureen presented 2016 Antrim County Fact Sheet from the Michigan League for Public Policy. 5. Background Information. 6. Attending County Commissioners Meeting on June 7, 2016 to present information on the 7. Shared Family Care Update. 8. Completed Foster Parent Training -have 9 people that were trained in trauma. 9. Staffing Update. 10. Contracts for Approval LEGAL 16-05001 for Prosecuting Attorney Services and CSPA 17-05002 for Friend of the Court Agreement.

Motion to approve Camperships for a total of \$991.00 for 5 foster children to attend camp made by Mike Paradis, seconded by Rick Teague, all yeas, motion carried.

Motion to approve the April Financials as presented with expenditures of \$1,436.44 for MCSSA dues made by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Motion to approve Legal Agreement for Prosecuting Attorney Services Contract No. LEGAL 16-05001 for 3 years up to \$50,000.00 made by Mike Paradis, seconded by Rick Teague, all yeas, motion carried.

Motion to approve Friend of the Court Agreement Contract No. CSPA 17-05002 made by Mike Paradis, seconded by Rick Teague, all yeas, motion carried.

Nick Maeder, Michele McDermott and Eric Conway, Auditors, Plante Moran presented to the Board results from the Independent Auditors Report for Meadow Brook Medical Care Facility.

Convene for break at 10:46

a.m. Reconvene from break at

10:57 a.m.

Marna Robertson, Meadow Brook Administrator reported to the Board with updates on 1. 1. Outpatient Therapy Update - We are on track. Policy Manual is complete. Working on Certification Requirements Notebook- this has the required logging and quality assurance checks within it. We are tracking to have onsite mock survey in July. 2. Forecasting For The Future - Looking at other revenue sources for the changes in payer sources, external factors (i.e. AFC, Greenhouses, Assisted Living, Medicaid initiative etc), urban sprawl, Munson expansions. Dialysis - be ready to accept and advertise by July. Consider turning Jordan House into

Assisted Living. Explore the process, licensed vs. unlicensed. Revenue generation, De-license 10 beds. Private pay only, would add to our continuum of care services and diversify. Increase Marketing- look at outside assistance; radio, social media, papers, Aging publications etc. Outpatient Rehab - excellent source for referrals, provide continuum of care and will improve QM's for home to community. 3. FRI - Cheryl attended workgroup in Lansing on 5/11/16. 4. David to provide update on PBJ. 5. PEPPER Report- Upside down documentation from CNA and Therapy. Working with Concept Rehab to get their RAC and MDS certified training out to in-service staff on ADL documentation and improve communication between Therapy and Nursing. Looking to have training between June - August depending on consultant and nursing scheduling.

1. Survey Training - Wrapped up a 10 day onsite training schedule with a new surveyor, Lindsey DeRousse, MSW. Great experience for everyone. 7. Budget - Reviewing budget shortfalls, exploring ways to decrease liabilities- see #2, review positions and possible decreases or consolidating, attritions or retirements not to replace. 8. Resident reported misappropriation of funds. Filed a police report and investigation was completed. No conclusion has been made at this time.

John McCleese, Meadow Brook Director of Maintenance reported to the Board with updates on: 1. Heating Issues: We will be scheduling the 2 Daiken compressor repairs soon. 2. Water Meter Replacement: The meter was installed on 4/29/16. On 4/30/16 a leak was detected in the discharge line from the well and was excavated and repaired the same day. The leak was on the sidewall of the pipe and not a joint so it is likely we will see additional leaks in the near future. I received a quote for \$19,535.00 from Matt's Underground LLC to replace the discharge line from the well to the facility via directional bore. Due to the urgency and the comfort level with Matt's LLC, I prefer not to wait to get additional quotes. Matt will use Freedom Utility to do the boring and use the wire they bored a few years ago as a guide to avoid other utilities. 3. Barn Roof: Most of the leaks appear to be in the center and I think stuff could be moved aside to avoid damage until next year. I'm hoping to inspect during a severe rain event to confirm. 4. Department Update: Cecil Fernandez is still on FMLA. We are working on getting fountains going and preparing for survey. I have been taking residents fishing once a week and am in the process of making rod holders to help residents fish independently.

Motion to approve Matt's Underground LLC to repair piping for discharge line not to exceed \$25,000.00 from Capital Appropriations Fund, made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Motion to amend Capital Appropriations Fund to decrease the allotted Interior Courtyard funds of \$150,000.00 to \$125,000.00 made by Mike Paradis, seconded by Fred Harris, all yeas, motion carried.

David Schulz, Meadow Brook Administrative Services Director reviewed with the Board the February 2016 Financial Reports:

1. Census: March 88.8% vs. February 89.2% YTD 90.8% and Budgeted at 94%.
2. Net Loss/Gain for March (\$242,424.00) vs. February (\$119,823.00) YTD 2016 (\$344,724.00).
1. Cost Per Patient Day for March \$385.95 vs. February \$384.26 YTD 2016: \$382.93.
2. Accounts Receivables Balance: March \$2,035,985.00 vs. February \$2,185,799.00 (51 days).
3. Private Pay Past Due Accounts: March \$300,988.46 vs. February \$293,547.91.
4. Restricted Funds Balances: March \$845,140.23 vs. February \$845,001.36.
5. Depreciation Fund Balances: March \$112,868.62 vs. February \$112,849.46.
6. General Cash Balance: March \$934,039.59 vs. February \$1,397,733.35.
7. Contingency Fund Balance: March \$1,491,708.31 vs. February \$1,491,402.62.
8. Meadow View Apartments Report: March \$7,944.04 vs. February \$7,040.07 with Occupancy at 86% YTD \$14,422.35.

9. Reviewed Actual vs. Budget Statement of Operations.
10. Discussed revisions to the Facility Smoking Policy.
11. Resolution #2 of 2016 Collection of Bad Debt
- 12.

Motion to approve Resolution #2 of 2016 Meadow Brook Medical Care Facility due diligence and documentation of actions taken in the attempt to collect debt in the amount of \$169,790.39 made by Mike Paradis, seconded Rick Teague, all yeas, motion carried.

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

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

Motion to adjourn at 12:33 p.m. by Fred Harris, seconded by Mike Paradis, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board