

6/23/16

The June 2016 Regular meeting of the Meadow Brook Governing Board/Antrim Co. Human Services Board was held on Thursday, June 23, 2016 at Meadow Brook Medical Care Facility. Fred Harris, Chairman, called the meeting to order at 9:09 a.m. Those present were Fred Harris, Chairman, Rick Teague, Vice Chairman; Michael Paradis, Member; Maureen Clore, Director of DHS; 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; and Rhonda Groeneveld, Meadow Brook Administrative Assistant, acting Secretary for Antrim County Human Services Board.

Guests: Jen Duch, DHS Program Manager.

Public Comment: None.

Meeting minutes of the Regular Meeting 5/26/16, motion to approve and accept as presented by Rick Teague, seconded by Mike Paradis, all yeas, motion carried.

Maureen Clore, DHS presented the Board with updates on: 1. Expenditures - \$3,551.74 for Mancelona Schools, Northern MI Helping Hand, Journal Voucher and Board Salaries. 2. Introduced Maureen's former position replacement as Program Manager – Jen Duch. 3. Shared Family Care Update. 4. Waiver Program Update. 5. Provided Statistical information on DHS services provided. 6. DHS Offices are staying in the County Building with a 10 year lease!

Motion to approve the May Financials as presented with expenditures of \$3,551.74 for Mancelona Schools, Northern MI Helping Hand, Journal Voucher and Board Salaries made by Fred Harris, seconded by Mike Paradis, all yeas, motion carried.

Marna Robertson, Meadow Brook Administrator reported to the Board with updates on 1. Outpatient Therapy Update: Working on getting case load charts ready for the mock survey. To date we have 3 verified and 2 possible work comp cases for follow up. As soon as the 5 are confirmed we will contact Mark McDavid to arrange mock survey. 2. Getting the word out that we are now accepting Dialysis patients. 3. Considering attending the National ACHA / NCAL Assisted Living Convention Expo in October. This will be helpful for information gathering, research and networking as we consider Assisted Living options. 4. Attended MCF Spring Conference 6/7/16 – 6/9/16. 5. David and Marna met with MERS Representative to 6/14 to discuss the “how to’s and what to do’s” for getting Meadow Brook from a Defined Benefit to Defined Contribution. 6. CMS Rating ****: However, when we looked at our internal QM’s, we noticed an uptick in long and short stay pain quality indicators. Cheryl is reviewing and will be meeting with the Clinical Care Coordinators to see why. There are some new measures on the Nursing Home Compare website and we will review at the meeting. 7. Report from Concept Rehab regarding provider selection for Rehab shows we have the market share for referrals from surrounding hospitals at 43%. 8. Received a resume from Jill Stillwell, meeting on July 7th to discuss marketing possibilities. 9. Survey Preparations – in our survey window. 10. Surveyor was in the building on 6/21 and 6/22 on a Facility Reported Incident. Also had a complaint and was cleared of both allegations.

Convene for break at 10:08 a.m.

Reconvene from break at 10:13 a.m.

Cheryl Patton, Meadow Brook Director of Nursing reported to the Board with updates on: 1. Just graduated another CNA Class and planning our next class in August. 2. Cleared of FRI and Complaint. 3. Point Click Care – Behavior Tracking need to figure a way to make that portion work for their needs. 4. Orientation of New Staff Workgroup – meeting this Friday. Discussing ways to make it better. 5. Drug Diversion. 6. New Bladder Scanner. 7. Discussed Nursing 12 hour Shifts. 8. Discussed Medical Assistant / Unit Clerk position to follow Dr. Vial during his rounds.

John McCleese, Meadow Brook Director of Maintenance reported to the Board with updates on: 1. Heating Issues: We will be scheduling 2 Daiken compressor repairs soon. 2. Water Meter Replacement: The water line from the well to the

building was replaced without any major issues. We did replace some internal piping and valves and ran a 1' line back from the building to feed the van garage. We developed a water hammer that we are still investigating. 3. Barn Roof: I will have an ad in the paper requesting bids soon. 4. Grab Bar Update: After multiple complaints of the grab bars in resident bathrooms being installed incorrectly. Hallmark Construction sent a foreman out on 6/22/16 to review. He very quickly agreed that the installation was incorrect and agreed to reinstall each one in the 3 story building. We will check several areas of the renovated building to determine if we have any issues there as well. 5. Department Update: Cecil is still on Medical Leave. We are still working on getting fountains going and survey prep. We built 3 fishing rod holders for residents with limitations. They are working well and we have 3 residents that are able to fish independently now. 6. Replacement of Smoke Department Doors – starting to show damage from swelling. Doors have been shaved down as far as they can go. Will bring pricing to the next meeting. 7. Lint Screen Collector – Having issues with the system consistently plugging. Getting pricing on replacement of these lines. Will bring to the next meeting. 8. The State has finally adopted the 2012 Life Safety Code. Alan Shumaker and John McCleese attending Life Safety Code Conference in July.

David Schulz, Meadow Brook Administrative Services Director shared information from the meeting with MERS Representative for getting Meadow Brook from a Defined Benefit to Defined Contribution.

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

1. Census: April 91.8% vs. March 88.8% YTD 91.1% and Budgeted at 94%.
2. Net Loss/Gain for April \$125,324.00 vs. March (\$242,424.00) YTD 2016 (\$219,400.00).
3. Cost Per Patient Day for April \$332.30 vs. March \$385.95 YTD 2016: \$370.27.
4. Accounts Receivables Balance: April \$1,935,868.00 vs. March \$2,035,985.00 (47 days).
5. Private Pay Past Due Accounts: April \$304,744.69 vs. March \$300,988.46.
6. Restricted Funds Balances: April \$845,274.64 vs. March \$845,140.23.
7. Depreciation Fund Balances: April \$112,887.18 vs. March \$112,868.62.
8. General Cash Balance: April \$1,157,892.53 vs. March \$934,039.59.
9. Contingency Fund Balance: April \$1,492,177.17 vs. March \$1,491,708.31.
10. Meadow View Apartments Report: April (\$2,597.60) vs. March \$7,944.04 with Occupancy at 86% YTD \$11,854.75.
11. Reviewed Actual vs. Budget Statement of Operations.
12. Presented 2017 Proposed Draft Budget

Motion to approve a provisional acceptance of the 2017 Draft Budget to be reviewed for final approval in October made by Fred Harris, seconded Mike Paradis, 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 12:15 p.m. by Rick Teague, seconded by Mike Paradis, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board