

11/19/15

The November 2015 Regular meeting of the Meadow Brook Governing Board/Antrim Co. Human Services Board was held on Thursday, 19, 2015 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; Marna Robertson, Meadow Brook Administrator, David Schulz, Meadow Brook Director of Administrative Services; John McCleese, Meadow Brook Director of Maintenance; Ben McGuire, Meadow Brook Systems Administrator; Cheryl Patton, Meadow Brook Director of Nursing and Rhonda Groeneveld, Meadow Administrative Assistant, acting Secretary for Antrim County Human Services Board.

Public Comment: None.

Meeting minutes of the Regular Meeting 10/22/15, motion to approve and accept as presented by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Meeting minutes of the Closed Session Meeting Minutes 10/22/15, motion to approve and accept as presented by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

December Board Meeting has been scheduled for Thursday, December 17, 2015 at 9:00 a.m. in the Meadow Brook Meguzee Hall.

Pat Simmons, DHS presented the Board with updates on: 1. Financials – Expenditures for October \$1,327.13. 2. Approval of Expenditures for Board Salaries \$1,293.95. 3. Lost additional 6 positions within the County. 4. Received notice on Monday that the office is going up for bid.

Motion to approve the October Expenditures for Board Salaries \$1,293.95; Mancelona Schools \$33.18 (Copies, Faxes, etc.) from the Social Welfare Fund made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Marna Robertson, Administrator presented to the Board with updates on: 1. **Point Click Care!** Very busy training, data gathering, data inputting and preparation of systems changes. 2. Meeting with Pete Garwood, David Schulz and Hooker | DeJong on 11/23/15. 3. **Fall Conference** – ICO Pilot Program extended from 3 years to 5 years out. 4. **Daiken Update** – Representative from Japan and Greg Dunn here to fix and evaluate systems. 5. **CMS Payroll Based Journaling** “PBJ” data collection mining mandatory reporting on staffing for facilities effective July 1, 2015. 6. **Board Vacancy** – Per the Draft Administration and County Services Committee on November 5, 2015 reappointed Mike Paradis. Have not received official notice. 7. **House Bill** – Prison System and moving inmates that are end of life and need palliative care and proposing placing them into Long Term Care. Watching this very closely.

Cheryl Patton, Director of Nursing reported to the Board with updates on: 1. Another CNA Class scheduled to start December 7, 2015, looking to have 8 students in this class. 2. Nurse openings. 2 afternoon nurses and 2 midnight openings. Continuing to advertise for these positions and considering alternative shifts to accommodate these needs. 3. Two new LPN’s hired and One RN quit because he got his Nurse Practitioner License. We currently have 3 employees that in the nursing program. 2 of the 3 will be eligible to take their LPN Boards at the end of this semester. 4. Implementation of Point Click Care – hands on nurse training next week on Physician Orders. 5. Census is 127.

John McCleese, Director of Maintenance present to the Board with updates on:

1. **Heating Issues:** On 11-03-15 we had three Daiken reps onsite including a high level state

representative from Japan. He inspected each unit and wrapped each cap tube with insulation and feels that we will not have any more leaks in them. He took the cap tubes that had been removed from previous repairs and assured me they were being sent to Japan to be analyzed in hopes of determining the cause. He is also recommending that Daiken pay for 1 year of computerized monitoring of our systems from Daiken in Japan. I will keep you updated as I learn more.

2. Radiant Panels / Supplemental Heat: The radiant panel project is complete with the exception of 7 rooms on the 3<sup>rd</sup> floor due to incorrect mounting brackets being shipped. The remaining 7 should be completed by 11-20-15. As previously mentions we decided to surface mount the wiring for the panels on the 3<sup>rd</sup> floor to avoid disturbing the ceiling insulation. The additional cost for this was \$3,150.00. I met with Nealis engineering and temperature control to discuss options to reuse the 2 boilers that are currently not in use. We discussed using them to preheat the makeup air and wall or ceiling mount heaters in the corridors of each household. I hope to have a design soon. I have priced 2 portable diesel fired indirect heaters that are small enough to move around to get to all of the areas we may need and would like to C.A.R. for January 2016.
3. Fire Marshall Update: We are continuing to caulk and hopeful that we can be finished within a few weeks.
4. Exit Lighting Update: F & Z provided a drawing and a quote of \$40,000.00. To replace existing fixtures and add several fixtures to address the areas of concern. Since this was a plan of correction item from the Fire Marshall. I had F & Z order materials and the work is scheduled for next week.

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

1. Census: September 97.2% vs. August 94.2% YTD 88.7% and Budgeted at 96%.
2. Net Loss/Gain for September \$97,152.00 vs. August \$86,161.00 YTD 2015 (\$847,131.00).
3. Cost Per Patient Day for September \$305.02 vs. August \$307.32 YTD 2015: \$353.85.
4. Accounts Receivables Balance: September \$2,269,595.00 vs. August \$2,199,007.00 (53 days).
5. Private Pay Past Due Accounts: September \$256,131.35 vs. August \$244,373.35.
6. Restricted Funds Balances: September \$844,252.23 vs. August \$844,117.60.
7. Depreciation Fund Balances: September \$264,755.71 vs. August \$264,712.19.
8. General Cash Balance: September \$321,450.48 vs. August \$283,653.27.
9. Contingency Fund Balance: September \$1,490,175.47 vs. August \$1,490,012.81.
10. Meadow View Apartments Report: September \$4,392.38 vs. August \$5,902.23 with Occupancy at 73% YTD \$53,092.73.
11. Reviewed Actual vs. Budget Statement of Operations.
12. Resolution #3 of 2015 MERS Required Contribution
13. Resolution #4 of 2015 Attempt to Collect Bad Debts
14. Resolution #5 of 2015 Bad Debt Write Off
15. Capital Appropriation Budget 2016
 

a. Nursing Department – Additional Bladder Scanner	\$9,600.00
b. Dietary Department – Hobart Dish Machine	\$6,000.00
c. Maintenance Department – Original Courtyard Renovation	\$150,000.00
d. Laundry Department – Water Heater replacement	\$11,500.00
e. Maintenance Department – Portable Indirect Heaters	\$19,200.00
f. Maintenance Department – Facility Pickup Truck replacement	\$25,950.00
	\$222,250.00

Motion to approve 2016 Capital Appropriation Requests in the amount of \$222,250.00 made by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Motion to approve Resolution #3 of 2015 Municipal Employees' Retirement System of Michigan – December 31, 2014 Annual Actuarial Valuation of an additional 1.27% of payroll beyond the identified “Current Employer Contribution Requirement” 6.73% of payroll for a total of 8.00% for fiscal 2016, effective January 2016 in order to reach a higher funding percentage, made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Motion to approve Resolution #4 of 2015 to acknowledge the due diligence and documentation of the actions taken in the attempt to collect the following debts indicated in the amount of \$6,171.94, inasmuch as all avenues for collection of the debts have been exhausted, the Antrim County Human Services Board / Meadow Brook Governing Board designates the about amounts as uncollectible and authorizes the Facility to adjust the above to the indicated accounts as of 11/30/2015, made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Motion to approve Resolution #5 of 2015 to acknowledge the due diligence and documentation of the actions taken in the attempt to collect the following debts indicated in the amount of \$305,059.73, inasmuch as all avenues for collection of the debts have been exhausted, the Antrim County Human Services Board / Meadow Brook Governing Board designates the about amounts as uncollectible and authorizes the Facility to adjust the above to the indicated accounts as of 11/30/2015, made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

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 12:11 p.m. by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

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Fred Harris, Chair

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Patricia Simmons, Secretary to the Board