

5/28/15

The May 2015 Regular meeting of the Meadow Brook Governing Board/Antrim Co. Human Services Board was held on Thursday, May 28, 2015 at Meadow Brook Medical Care Facility. Fred Harris, Chairman called the meeting to order at 9:00 a.m. Those present were Michael Ballard, Member; Rick Teague, Vice Chairman; Fred Harris, Chairman; Robert Wilson, Liaison Antrim County Board of Commissioners; Patricia Simmons, Antrim County DHS Board Secretary; 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; Ramona Belanger, Meadow Brook Director of Activities and Rhonda Groeneveld, Meadow Administrative Assistant, acting Secretary for Antrim County Human Services Board.

Guests Present: Loretta Gilewicz, Meadow Brook Resident; Vickie Ulrich, DHS Community Resource Coordinator.

Public Comment: None.

Meeting minutes of the Regular Meeting 4/23/15, motion to approve and accept with correction presented by Rick Teague, seconded by Michael Ballard, all yeas, motion carried.

Meeting minutes of the Special Meeting 5/07/15, motion to approve and accept by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Meeting minutes of the Special Meeting 5/14/15, motion to approve and accept by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

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

1. Construction Update:
2. Heating / Cooling -
  - We disconnected the building management system from the Daiken units and are running them on the I Touch controller alone at this time to see if we have better results.
  - Michael Ballard, Board Member will meet with John to discuss and review plans.
3. Radiant Heat Panels / Supplemental Heat:
  - Still waiting on HDJ to provide a plan for reusing the boilers to provide additional heat.
  - Looking into option for getting bids for the radiant heat panels.
4. Lighting Controls Update:
  - We now have access to lighting controls onsite, though we have limited capability.
5. Laundry Room Floor:
  - The floor has been poured and the washers are scheduled to be installed on 5/29/15.

6. Sewer Grinder:

- The new grinder was installed on 5/27/15.

7. Dumpster Area / Generator Update:

- The new dumpster fence should be installed this week.

8. Bird Feeder Update:

- Bird feeders have arrived and we will start putting them up next week.

9. Exterior Maintenance:

- Trees North has been restoring the grounds and planting grass.
- Exterior painting is well under way and should be complete in time for the Open House.
- Currently looking to place a bird bath over the drain in the main courtyard.
- Ordered two Gazebo purchased with Resident Council for both courtyards. One has been delivered. Waiting for the other to come in.

10. Laundry Make Up Air:

- HDJ has submitted a plan that will use the current exhaust fan to provide fresh air to the back side of the dryers. I am waiting to receive quotes.

Pat Simmons reported with updates to the Board 1. Financials - Expenditures for April \$1,795.00. 2. Welcomed Vickie Ulrich, DHS, Community Resource Coordinator. 3. Discussed office updates. 4. Expenditures - \$1,795.00 for services rendered in witness fees. 5. Memo of Understanding regarding the Social Welfare Fund – hoping to have approved at the County Commissioner level. 6. State appointee to the Board term expires in October. (Rick Teague). Patricia Simmons will send out an application to Rick. 7. School to Prison Pipeline update. 8. Business Service Center – some talk that the Business Service Centers may dissolve. 9. Adult Protective Services Protocol is near completion for Antrim County. 10. Update on Focus Groups.

Motion to approve the current DHS Budget made by Michael Ballard, seconded by Fred Harris, all yeas, motion carried.

Marna Robertson, Meadow Brook Administrator reported to the Board with updates on: 1. **Disaster Preparedness Updates**- Emergency Responder's Dinner set for May 18<sup>th</sup>. Stryker training completed with Department heads. Mandatory Training scheduled through June for 3-story building. 2. Meeting with Dr. Pete Vial on 5/28/2015. 3. Nurse Aide training class to start June 6<sup>th</sup>. Class size is 8, all slots are filled. 4. Phone conference with Legal Counsel, David Centner to discuss collections of past due accounts, admissions contract review, liens etc. 5. Preparing for Open house on June 17<sup>th</sup>! 6. **Marketing**- Ramona will be attending various senior expos this summer held locally. I've asked her to start collecting data on Assisted Living centers to see what their costs are compared to services provided. Attending a Conducting Donor Calls seminar on 5/21/2015. 7. **Budget vs. Census for 2016**. Due to trending census at below our 96% David and I are looking at impact of reducing budget to 92% for next year. 8. Staffing is stressing for the summer due to turn over, FMLA and unfilled positions. Morale is low as a result. This seems to be trending regionally from discussions and emails circulating around from other MCF's. 9. **Preparing for Survey**- Hot topics are dietary meal prep and maintaining sanitary conditions, following tray ticket card. Falls and assuring safety and following care plans. 10. ICO update from Webinar on 4/12. Reports of payment snafu's to MCF. Important MCF's promote quality

outcomes as marketing tools. 11. See QAPI agenda for happenings ☺

Moved to convene for break at 10:34 a.m.

Moved to reconvene from break at 10:41 a.m.

Cheryl Patton, Meadow Brook Director of Nursing gave updates to the Board on: 1. Proximity Cabinets – Company representative came to see how their product is working in our facility. 2. Staffing.

David Schulz continued with reviewing with the Board the March 2015 Financial Reports:

1. Census: March 87.3% vs. February 85.8% YTD 85.5% and Budgeted at 96%.
2. Net Loss/Gain for March (\$192,977) vs. February (\$216,494.00) YTD 2015 (\$560,620.00).
3. Cost Per Patient Day for March \$388.67 vs. February \$352.88 YTD 2015: \$372.30.
4. Accounts Receivables Balance: March \$2,031,057.00 vs. February \$1,863,749.00 (52 days).
5. Private Pay Past Due Accounts: March \$275,186.66 vs. February \$278,426.74.
6. Restricted Funds Balances: March \$843,431.34 vs. February \$843,292.36.
7. Depreciation Fund Balances: March \$107,616.01 vs. February \$107,597.74.
8. General Cash Balance: March \$2,396,441.26 vs. February \$3,325,810.95.
9. Contingency Fund Balance: March \$1,489,087.71 vs. February \$1,488,961.45.
10. Meadow View Apartments Report: March \$7,108.79 vs. February \$5,948.72 with Occupancy at 71% YTD \$19,003.45.
11. Medicaid Auditor was here and began audit for 2013.

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

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

Motion to adjourn at 11:14 p.m. by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

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Fred Harris, Chair

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Patricia Simmons, Secretary to the Board