

9/24/15

The September 2015 Regular meeting of the Meadow Brook Governing Board/Antrim Co. Human Services Board was held on Thursday, September 24, 2015 at Meadow Brook Medical Care Facility. Fred Harris, Chairman, called the meeting to order at 9:02 a.m. Those present were Fred Harris, Chairman, Rick Teague, Vice Chairman; Michael Ballard, Board Member; Robert Wilson, Liaison Antrim County Board of Commissioners; 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.

Guests Present: Maureen Clore, DHS Services.

Public Comment: None.

Meeting minutes of the Regular Meeting 8/27/15, motion to approve and accept as amended by Rick Teague, seconded by Michael Ballard, all yeas, motion carried.

Maureen Clore reported on behalf of Pat Simmons with updates to the Board 1. Financials – Expenditures for August \$1,287.23. 2. Approval of Expenditures for Board Salaries \$1,287.23. 3. September 12, 2015 was the Foster Parent Appreciation Lunch at Richardi Park in Bellaire, fun was had by all. 4. Approval of additional funds, Christmas Party Fundraiser, Children’s Advocacy Center. 5. Still under hiring freeze.

Motion to approve the August Expenditures for Board Salaries \$1,287.23; MCSSA Dues \$1,436.55 for 2015-2016 and additional funds to support the Christmas Party Fundraiser in the amount of \$330.00 from the Social Welfare Fund made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Fred Harris, Chairman proposed a policy regarding Reimbursement for Individual Services to Meadow Brook. Motion to approve made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

*The Board is reimbursed for all Regular and Special (complete Board) Meetings on a half day or full day basis. The minutes of those meetings serves as the notice to the MDHHS Director to make such reimbursement from the Social Welfare Fund.*

*It is noteworthy that “Ceremonial Only” Board functions are not reimbursed.*

*There may be instances where for one example, the Board’s technical or other expertise is needed. In those instances where attendance at meetings or work sessions is required, the affected Board Member should after the fact, send a note to the Board Chair briefly stating the date and the length (1/2 day or full day) of the meeting or work session. If approved, the Board Chair will countersign the note and forward it to the Director of the MDHHS for reimbursement in the normal quarterly process. Board Chair involvement in such meetings or work sessions will be reviewed and approved / denied by the Vice Chair (with the note forwarded to the MDHHS Director).*

Marna Robertson, Administrator reported to the Board with updates on: 1. Plan of Corrections- Fire Marshall inspection, POC was approved. 2. Plan of Corrections - Continue to wait for the Fire Marshal inspection, PoC was approved. Cleared of citations. F-156 level G. POC submitted, cleared of citation. 3. FRI’s - Two (2) submitted to the state- 1. Fall with major injury/potential life threatening. State inspection cleared of citation. 2. Resident made allegation towards a Visitor of inappropriate touch. Local authorities notified per policy. 4. Point Click Care- Moving forward with new EMR and Billing software system. Kick off meeting on 9/18/2015.

5. Working on 1 Involuntary Discharge d/t divestment of funds and no payer source. 6. Supplemental heating project moving forward at a good pace. 7. Hired Stephanie Windish to replace one of our billing clerks, last day 9/25. 8. Phone conference with Legal Counsel, Steve Girard on 9/11 to prepare for upcoming Union Negotiations in October. Steve will contact Union Representative Bob Donick for October dates. October 13<sup>th</sup> is the only date set as of today. 9. Final revisions made to our Admissions Contract. Next step is having Legal Counsel review changes with Admissions / Billing team. 10. Cheryl and I will be at Joint Provider meeting on 9/28 & 9/29. 11. Good News- Census as of today is 133!!!! 12. Outpatient Therapy – reviewing policies on Discrimination / Anti-Discrimination policies.

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

1. Heating Issues: We met with a Daiken Rep. on site on 9-22-15 to discuss and review ongoing repair issues. He stated that he was shocked to see all of the issues we are having and is committed to resolving them. He agrees that we should not be responsible for all of the cost associated with repairs and will stress this to his superiors in hopes that they will compensate us. We have been having issues with our Air handling unit fan blades falling apart. ABI Mechanical is working with the manufacturer (Trane) to resolve the issues.

2. Radiant Panels / Supplemental Heat: The radiant panel project is well under way and panels are expected to arrive on 9-23-15. We did run into an issue on the third floor with disturbing the insulation in the ceiling. In weighing the options the cheapest, simplest way to address it would be to use wire mold for a surface mount vs. attempting to put insulation back. The estimated cost to do this would likely be \$1,000.00 where as insulation would be several thousand and major disruption to the residents. I will have a better idea of the cost to do wire mold after they have done 1 as a test to see what labor will be. HDJ still has not provided a plan for reuse of the boilers for the supplemental heat. The rental diesel heater is on-site.

3. Fire Marshall Update: The Fire Marshall showed up for his re-inspection and found a few issues we need to address but did pass the inspection.

5. MIOSHA: We had a recent tour with MIOSHA representative and he had a few recommendations but overall was very impressed with our safety measures.

6. ATS #3 (Automatic Transfer Switch): We have a commitment from GE (the transfer switch manufacturer) to make the repair and troubleshoot. I am waiting on F & Z and Bridgeway to provide a backup generator and schedule the repairs.

7. S Curve Windows: Received a quote from Mike's Glass for \$7,725.60 to replace the windows on the S Curve due to the issues we had last winter with air leaks and not being able to heat the area. I would like to ask the Board to approve so that we can get the windows ordered and installed before winter.

Motion to approve the purchase of new S Curve windows from Mike's Glass in the amount of \$7,725.60 already budgeted for under Maintenance made by Fred Harris, seconded by Michael Ballard, all yeas, motion carried.

Cheryl Patton, Meadow Brook Director of Nursing updated the Board on: 1. Working on a MIPLST Michigan Physician Life Sustaining Treatment form. 2. CDC New Guidelines for Antibiotic Stewardship in Long Term Care.

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

1. Census: July 87.3% vs. June 85.9% YTD 86.6% and Budgeted at 96%.
2. Net Loss/Gain for July (\$77,304.00) vs. June (\$263,691.00) YTD 2015 (\$1,030,447.00).
3. Cost Per Patient Day for July \$351.35 vs. June \$343.13 YTD 2015: \$369.01.
4. Accounts Receivables Balance: July \$1,885,330.00 vs. June \$1,887,491.00 (48 days).
5. Private Pay Past Due Accounts: July \$243,170.13 vs. June \$262,898.94.
6. Restricted Funds Balances: July \$843,978.51 vs. June \$843,839.44.
7. Depreciation Fund Balances: July \$65,878.76 vs. June \$65,867.58.
8. General Cash Balance: July \$736,528.11 vs. June \$906,573.17.
9. Contingency Fund Balance: July \$1,489,853.61 vs. June \$1,489,661.66.
10. Meadow View Apartments Report: July (\$1,724.07) vs. June \$8,979.46 with Occupancy at 75% YTD \$34,170.66.
11. Review Actual vs. Budget Statement of Operations.
12. Insurance Rate Premium came in at a 2% increase which was budgeted at 5%.
13. May raise the budgeted census above 92% occupancy rate.
14. Discussed with the Board information on a current Meadow View tenant.

Motion to approve proposal from Mike's Glass for the Meadow View Apartment Hallway windows on 2<sup>nd</sup> and 3<sup>rd</sup> floor in the amount of \$5,400.00 made by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

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 11:28 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