

1/29/08

The Regular meeting of the Meadow Brook Governing Board/Antrim Co. Human Services Board was held on Tuesday, January 29, 2008 at Meadow Brook Medical Care Facility. Chair-Mike Paradis called the meeting to order at 10:00 a.m. Those present were Mike Paradis- Chair, Patty Lowery-Vice Chairman, Bill Holland, Board Member Dave Howelman - Liaison from the Antrim County Board of Commissioners, Marna Robertson, Meadow Brook Administrator, David Schulz, Meadow Brook Director of Administrative Services, Cheryl Patton -Director of Nursing, Anne Walsh - Food Service Director, Bonnie Richards, Meadow Brook Director of Health Information Services, John McCleese - Director of Maintenance , E.J. Jones - Meadow Brook Social Worker, Ken Thompson-Systems Dir., and Fred Harris , Director Antrim and Kalkaska Offices of the Michigan DHS and non voting Secretary to the Board.

Motion to approve minutes of the 12/10/07 Meeting, Mike Paradis, seconded Patty Lowery, all yeas, motion carried.

Board Secretary Fred Harris shared a “Thank You!” card addressed to the Board, from Jr. Aide, Susie Sheneman.

Fred Harris requested Board approval to purchase a small volume copier for the lobby of the Antrim DHS Office. Approved. Motion to approve this purchase at \$825 Bill Holland, seconded Patty Lowery all yeas, motion carried.

Fred Harris updated the Board on his major coverage issues in both DHS Offices; Fred Harris shared with the Board a 1/24/08 letter to all the area supervisors/directors of the various private agencies providing Foster Care Services to A/K DHS.

Marna Robertson reported to the Board with updates on: 1. New Internal Control procedures 2. , Update on the Wise Estate/account, 3. Update on Meadow Brook/ Meadow View Fire and Safety issues, 4. Focus on Safety at Meadow Brook, 5. Update on Hooker DeJong room plans, 6. Meeting this Thursday with Human Services Com., 7. There is a new Workers Comp insurance carrier-Michigan Insurance Co., 8. Upcoming meetings, 9. Update on the Meadow Brook Foundation membership.

Board Chair Mike Paradis signed the Q.A. policies and procedures “Record Adoption”.

John McCleese reviewed with the Board the 1/22/08 Maintenance Department Report, with updates on: 1. The Steam Conversion Boiler Project which is 98%, 2. A review of policies and updating where needed with “Immediate Jeopardy” in mind, 3. The pole building for the lift and the bed storage is complete.4. Reviewed the preliminary results of the above Fire and Safety review of Meadow Brook/ Meadow View.

The Board reviewed the approvals process for the above Pole Barn.

Cheryl Patton reviewed with the Board the 1/22/08 Nursing Report with updates on:

1. Staffing/Hiring especially with the need to be focused on upcoming retirements- The Board acknowledged the importance of this proactive strategy,
2. Updates on new hires,
3. Review of Meadow Brook performance vis-à-vis Statewide test performance-on the Nursing Knowledge portion, Meadow Brook staff tested at 100% (vs. Statewide 96%); Bill Holland suggested requesting this data in a form that could better support targeted training etc.,
4. Update on specific "Career Enhancement Committee" actions,
5. Computerization update from a Nursing Dept. perspective.
6. "E-refill" implemented 1/15/08.
7. Issues of seeming increases in accountability and the variety of ways this is perceived by staff-change management,
8. Palliative Care update- including mutual Hospice cases.

Board Chair Mike Paradis signed minutes for the 1/9/07, 5/8/07, 7/10/07, 9/11/07 and the 11/6/07 Quality Assurance Committee meetings and the November and December '07 Behavior Management Com. meetings.

Bonnie Richards presented to the Board the 1/17/08 Corporate Compliance Report with updates on:

1. A.MDI User Defined Assessments (UDA's) –Nurses Training is completed, pain assessments into computer was implemented 1/14/08 with next assessments scheduled - Monthly Nursing Summaries and range of Motion. B. MDI procedure manual-in the process of having this on-line.
2. Omni view E-Refill System-Electronic drug reordering system started 1/15/08- Bonnie reviewed with the Board how this system works.
3. Report on IKON Document Lifecycle Strategy Assessment: A. A report of findings and recommendations was presented in December, B. IKON suggested using this approach with the documents associated with the Admissions process and the Physicians Orders C. Agreement was reached to proceed with the next step-the design Phase.

Marna Robertson updated the Board on the Housekeeping Dept.'s use of technology, i.e. patient belongings inventory.

David Schulz reviewed with the Board the October '07 / November '07 Financial Report with updates on:

1. Census 98.9% Oct. / 98.6% Nov. and YTD. Jan.'08 Census down to 106 patients out of 113 beds.
2. Net Gain for the month is \$(60, 933) and Year to Date is \$338,462 / \$ 147, 640 and YTD thru Nov. \$486,104.
3. Cost Per Patient Day is \$250.33/ \$252.79
4. Accounts Receivables Balance is \$903,719 at 36 days / \$863,622 at 35 days in Nov.
5. Private Pay Past Due Accounts total \$111,174.72 / \$109,446.64
6. Restricted Funds Balances - \$848,862.47 / \$ 856,800.67
7. Depreciation Funds Balances - \$ 782,547.90 / \$748,709.77
8. General Cash / Contingency Fund Balances - \$2, 516,080.19 / \$ 2632,208.04
9. Meadow View Apartment Financial Report- actual YTD gain \$ 5,041.76 (Oct.'07) / \$ 4,070.78 (Nov.'07).

Motion to approve the write off an uncollectible account in the amount of \$21,553.29 per the 12/11/07 account summary, Bill Holland, seconded Patty Lowery, all yeas motion carried. This was covered by bad debts budgeted for 2007.

David Schulz reviewed with the Board specific upgrade efforts underway at Meadow View.

Motion to pay Meadow Brook bills by Patty Lowery, seconded by Bill Holland. All yeas, motion carried.

David Schulz reviewed with the Board: 1.Upcoming fine tuning of Internal Controls which will occur with the assistance of Plante Moran and 2. Ideas for structuring Administrative staff classifications/compensation with a focus on proving greater cross training and increasing built-in backup capacity.

Motion to adjourn, Mike Paradis, seconded by Patty Lowery. All yeas, motion carried.

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Mike Paradis, Chair

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Fred Harris, Secretary