

2/26/08

The Regular meeting of the Meadow Brook Governing Board/Antrim Co. Human Services Board was held on Tuesday, February 26, 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.

Fred Harris noted that at the Antrim and Kalkaska DHS Offices his past month has been devoted to: 1. Providing supervisory coverage to the program supervisors all of who were gone for most of the month with circumstances and well deserved breaks, 2. Finalizing hiring in the CPS area, 3. Addressing programmatic (i.e. the mandatory licensing of fictive kin caregivers, addressing problematic policy (relating to how gas lease income is budgeted for long term care cases) the fact that he has been assigned responsibility for partial coverage of Grand Traverse /Leelanau DHS in addition to A/K DHS upon the retirement of the Grand Traverse /Leelanau Director 3/1/08 until that position is filled permanently.

The receipt of the lone sealed bid for the Meadow View Apartments Re-carpeting/ vinyl flooring replacement project for (4) vacant apartments was noted-this work will be paid from Meadow View Apartment's respective County budget/ fund balance. The bid was opened and it will be forwarded to the County Human Services Committee.

Motion to approve minutes of the 1/29/08 Meeting, Mike Paradis, seconded Patty Lowery, all yeas, motion carried.

Marna Robertson reported to the Board with updates on:

1. A recent meeting with Select Rehab to discuss the drop-off in Meadow Brook related therapy work volume-related to degree of full census/degree of recent admissions from the General Hospital. Additionally other strategies for providing more on-site Outpatient Rehab therapy options for other customers/patients was explored. Board Chair Mike Paradis suggested that any renovations i.e. re-carpeting to Meadow View Apartments take these future possibilities into account. David Schulz updated the Board on basic issues (especially financial separations required) remaining for Meadow Brook taking responsibility for Meadow View Apt.s

2. The Regional District II MCF Council 2/1/08-the focus was the relationship between the MCF's and Hospice.

3. The meeting with Hooker DeJong 1/25/98 was reviewed.

4. Wise trust update-A 2/21/08 letter from Smith, Haughey, Rice and Roegge confirmed no additional Wise funds should be expected-this does not impact or reduce the existing previous funds from the Wise Estate to Meadow Brook.

5. David Schulz gave an update on the legal aspects of the bequeathed Meadow Brook property (former lagoon location).

6. Meeting with the Human Services Committee of the Antrim Bd. Of Commissioners 1/31/08.

Marna Robertson requested that the '08 Capital Budget be amended to move \$30,000 from the \$95,000 Resident Floors item and create a new Capital item for the IKON/Document Management Project. Motion to approve Mike Paradis , seconded Bill Holland all yeas, motion carried.

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

1. Staffing/Hiring-considering offering a CNA class in April.
2. Computerization: MDI-automated Medication Admin. Record still ironing out some problems, E-refill Systems is working well, progress with computerized nursing assessments being done at mid-month.
3. Staff morale focus areas,
4. Hospice update: communication issues, mutual goals between the MCF and Hospice and some inherent conflicts often owing to different licensure requirements MCF vis-à-vis Hospice and funding/ patient payment conflicts.
5. Trained staff on “Immediate Jeopardy” issues.

John McCleese presented the Maintenance dept. report with updates on:1. revamping Policies, 2. Researching a new “wandering” patient alarm system 3. New shop.

Bonnie Richards presented to the Board the 2/15/08 Corporate Compliance Report with updates on:

1. A.MDI User Defined Assessments (UDA’s) – effective 2/18/08, we are no longer printing hard copies of assessments-we are relying upon the on-line access.
2. Report on IKON Document Lifecycle Strategy Assessment : A. IKON Rep.s on site 2/4/08 and 2/5/08 in prep for the design Phase of the Physicians Orders process, B. a WebX conference will be held with the MIDI workgroup, C. A site visit to present the Design Document/Project Plan will follow..

David Schulz noted that Plante Moran is on-site for their annual audit.

David Schulz reviewed with the Board the December 07 Financial Report with updates on:

1. Census 96.7% Dec. and YTD 98.4% vs. YTD as Budgeted 96% meaning more revenue.
2. Net Gain for the month is \$44,495 and YTD is \$497,873.
3. Cost Per Patient Day is \$252.21.
4. Accounts Receivables Balance is \$987,313 at 39 days.
5. Private Pay Past Due Accounts total \$125,358.83.
6. Restricted Funds Balances \$856,901.50
7. Depreciation Funds Balances - \$ 738,101.78- Meadow Brook Foundation is the recipient of an Olson Foundation grant which will offset some misc. future costs associated with the Boiler Project.
8. General Cash / Contingency Fund Balances - \$2,640,167.08
9. Meadow View Apartment Financial Report- actual YTD gain \$3,214.49.
10. Update on previous month’s potential eviction case.

In regard to the General and specific restricted/donated funds, Board Chair Mike Paradis asked for a report of interest earned (\$ amount and % rate) less expenditures on a year to year comparison basis.

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

Ken Thompson reported on the physical options for hooking up to the County Optical cable.

The date for the March meeting was moved to 3/31/08.

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