

3/31/08

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 10AM. Those present were Mike Paradis-Chair, Patty Lowery-Board Member, Dave Howelman, Liaison from the Antrim County Board of Commissioners Marna Robertson, Meadow Brook Administrator, David Schulz, Director of Administrative Services, Cheryl Patton, Director of Nursing, John McCleese, Director of Maintenance, and Rhonda Groeneveld, Acting Secretary to the Board.

Guests Present: Eric Conway and Erin Miller from Plante Moran

Eric Conway discussed in depth the Financial Audit Findings for the year ending December 31, 2007. During this audit process certain deficiencies were identified in internal controls with regards to Segregation of Duties; Allowance for Uncollectible Accounts; Deferred Tax Revenue; Payroll Rate Changes; Account Reconciliations and Audit Adjustments; Restricted Net Assets; Management's Discussion and Analysis; Cost Reporting Matters and New Audit Procedures. Also discussed was the Long-Term Care Benchmarking Application Cost Reports; Meadow Brook Medical Care Facility December 31, 2007 Financial Report and detailed Overall Financial Report.

Motion by Mike Paradis to move into Executive Session at 11:17 a.m. to discuss items related to audit communication discussed with the Board.

Meeting reconvened at 11:30 a.m.

Motion to approve Financial Reports as presented by Eric Conway, Plante Moran, Mike Paradis, seconded by Patty Lowery, all yeas, motion carried.

Motion to approve minutes of the 2/26/08 Meeting, Mike Paradis, seconded Patty Lowery, all yeas, motion carried.

Marna Robertson reviewed with the Board the 3/24/08 Administrative report with reports and/or updates on: 1. Therapy Update – David and Marna met with Lyle Townsend from Impact Wellness on 3/18/08 and our current vendor, Select Rehab on 3/21/08 to explore options and considerations of starting Outpatient Rehab within Meadow View Apartments. 2. Met with Hooker DeJong on 3/20/08 and discussed that this is a great time to go forward with a bond proposal because the interest rates are so low and could create large savings over a period of time. Marna presented preliminary sketched of 80% private rooms and 20% semi-private rooms. Leadership and Energy in Architectural Design (LEAD) is looking for a project to go green. If we did this we would be the first nursing home in the state of Michigan with this permit. 3. Ken and Marna attended the Antrim County Commissioner's Administrative meeting on 3/06/08 to discuss the possibility of connecting to their system as a backup for Disaster Preparedness. The quote to complete this project is just under \$10,000. A backup server will also need to be purchased and Marna believes the total cost from the CAR budget to be around \$12,000.00. 4. Reviewing Call Light System – Met with Compass Communications to discuss wireless paging. 5. Police Investigation of Incident on 3/1/08 related electrical issue in resident's room. 6. Cheryl and Marna attended Joint Provider Training on 3/26 and 3/27/08. 7. Criminal Background Check – Did have to discharge one employee for a previous incident that showed up on her record.

Motion to accept the bid for connecting to the County via fiber optic line in the amount of \$10,000.00 from the CAR budget by Mike Paradis, seconded by Patty Lowery, all yeas, motion carried.

Cheryl Patton reviewed with the Board the Nursing Report with updates on: 1. Staffing - Having C.N.A. class beginning April 28, 2008, four outside candidates and three TR Aides. We did terminate one long-term RN and another RN is going to go to on-call but has accepted a position with Hospice. Will be talking with Hazel

Hyde, ADON to possibly hire RN / Charge Nurse. 2. Computerization – Implemented Transfer Assessments. Found issues that allergies do not show up on the needed documentation. Solution is to include the allergies on the Face Sheets. Mike Milam is working on computer issues with MDI and ironing out the kinks. 3. Palliative Care Group will begin their first meeting in April. 4. Dining Room Project – Anne, Jeanne and Cheryl will be working together on a pilot program for “open dining” on Blue Jay Lane. This program is an effort to be more adaptive to the residents schedule and when they would like to eat.

John McCleese reviewed with the Board the 3/24/08 Maintenance Report with reports and/or updates on: 1. Preparing for Survey – Doing inspections and repairs, gathering documentations and completing year-end water operation requirements. 2. Looking at communications and wander management and access control systems to solve ongoing issues. Met with Compass Communications out of Traverse City, discussed lots of good options and currently waiting for bids. 2. I am working with Central Security on some other options for access controls.

Marna Robertson reviewed with the Board the 3/21/08 Corporate Compliance Report with reports and/or updates on: 1. MDI Electronic Record – Including updates on User Defined Assessments, Charting Module, MDI Policy / Procedure Manual and State Survey Response. 2. IKON Office Solutions – Including updates on WebX Conference and full onsite demonstration of Project Plan to key personnel to be scheduled. 3. HIPAA Security – with updates on reviewing current systems and documentation as it relates to HIPAA Security Rule to assure full compliance.

Motion to adjourn for lunch at 12:04 p.m.

Motion to reconvened at 12:34 p.m.

Motion by Patty Lowery, seconded by Mike Paradis, to pay the Meadow Brook Bills, all yeas motion carried.

David Schulz reviewed with the Board the January 2008 Financial Report with updates on:

1. Looked at Revenue on the Angell, Wise and Ferstle Accounts. In 2006 these accounts showed an investment ration of: Angell 4.2%; Wise 4.6% and Ferstle 4.5%. In 2007 Angell 4.7%; Wise 5.1% and Ferstle 4.3%.
2. Census - 95.5% January, YTD 95.5%, YTD.
3. Total Revenue for January 2008 – \$855,033.00 Total Expenses – \$941,899.00 showing a loss of (\$86,866.00)
4. Cost per patient day for 2008 is \$259.56 (vs. 252.21 '07)
5. Accounts Receivables 36 (respectively) days of receivables.
6. Past Due Accounts - \$121,583.82
7. Restricted Funds Balance \$8,526.22 (General) and Total including Wise, Angell and Ferstle \$865,085.36 Balance.
8. Funded Depreciation Balance - \$661,751.95
9. Cash Fund Balance - \$3,148,324.87. 9. Cost per patient day for 2008 is \$259.56 (vs. 252.21 '07)
10. David Schulz reviewed with the Board the Meadow View Apartment Financial Report- there are currently 4 vacant units. Kiss Carpet is currently installing the new carpeting and vinyl work in the vacant apartments. Updated the Board on the issues of payment settlement for \$785.00 for apartment #101.

Eric Conway mentioned that if there is expenditures that we pay for out of Operational Funds and at the end of the year pay it back to Operational Funds from the appropriate funds, this way the monies in the interest bearing funds could continue to accumulate until the end of the year.

Patty Lowery, Vice Chair received a private complaint letter from a concerned citizen regarding some maintenance issues. Marna Robertson will follow up with this complaint at the next board meeting.

Motion to adjourn at 1:17 p.m., Mike Paradis, seconded by Patty Lowery, All yeas, motion carried.

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Mike Paradis, Chair

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Rhonda Groeneveld, Acting Secretary for  
Fred Harris, Non-Voting Secretary