

4/29/08

The Regular meeting of the Meadow Brook Governing Board/Antrim Co. Human Services Board was held on Tuesday , April 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., Fred Bednarek of Hooker/DeJong and Fred Harris , Director Antrim and Kalkaska Offices of the Michigan DHS and non voting Secretary to the Board.

Fred Bednarek of Hooker/DeJong met with the Board and presented preliminary program concepts and physical plant plans for a potential staged evolution of the Meadow Brook facility.

Motion to approve minutes of the 3/31/08 Meeting, Mike Paradis, seconded Patty Lowery, all yeas, motion carried.

Fred Harris updated the Board on his major issues and activities since the February meeting most notably serving as Acting County Director for Grand Traverse/ Leelanau DHS. He noted the fact that by getting somewhat ahead of workload and issues in Antrim/ Kalkaska as well as excellent support of the A/K DHS Management team had provided him with the time necessary to deal with four counties. He expects that a permanent GT/Leelanau Director will be on Board by Late May or June.

Fred Harris reviewed with the Board a report on CPS referrals received and investigated 2003-2007. There was further discussion as to 1. Numbers of youth under DHS supervision (in Regular Foster Care, Kinship Care and in care at their own home) 2. Update on efforts to address youth aging out of the Foster Care system.

Bill Holland presented a letter of recognition for National Nurse week May 6 –May 12 for posting throughout the facility.

Marna Robertson reviewed with the Board a 4/22/08 memo on Planned Reductions in Expenses. Some of these changes will affect the movement of existing or slightly modified functions or expenditures under different accounting classifications in order to receive a more accurate third party reimbursement.

David and Marna reported on early stages of possibly considering: 1.Offering a combined “Defined Benefits /Defined Contribution” retirement option for employees hired at some point in the future-would not affect existing employees. 2. Use of a collection process on past unpaid accounts as a prerequisite to re-admission.

Marna Robertson also reported that the Volunteer luncheon is scheduled for 4/30/08.

Marna reported on efforts to improve the "Employee Service/Counseling" options noting the likelihood of increased stress upon our staff due to such things as problems with the local economy.

Marna updated the Board on the issues related to a recent unsigned complaint letter.

Ken Thompson-Systems Dir reported on fiber optics connection efforts (this will enable an off-site server with back-up capacities). Motion by Bill Holland , seconded Patty Lowery , to authorize up to \$11,000 subject to bids, all yeas motion carried.

The Board opened the sealed bids for the camera/security system RFP: Vision Technology \$17,964.37, Central Security Option #1 \$12,260 and #2 \$12,980 and EPS option #1 \$9,850 and option #2 \$11,550, Sky Telecom \$14,910. There are substantial differences in the products and systems proposed.

Ken Thompson recommended approval of the Central Security bid based on the fact of lowest price when comparable systems/product is taken into account. Motion by Patty Lowery seconded by Mike Paradis to approve this recommendation, all yeas motion carried.

Cheryl Patton reviewed with the Board the 1/22/08 Nursing Report with updates on: 1. Planned Nurses Week activities, status of the CNA class and preparing for State survey.

Board Chair Mike Paradis signed the minutes of the 11/6/07 Quality Assurance Committee meeting minutes.

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

1. MDI Electronic record-the charting module and ongoing discussion of outstanding issues per the MDI Workgroup.
2. Preparation for State Survey in terms of the mixture of digital and hard copy record keeping and back-up/security issues.
3. IKON Office Solutions, Document Lifecycle Strategy Assessment-on-site demo of Project Plan 4/16/08, demo of proposed solutions for physicians orders processing and next step-development of Scope of Work for implementation phase.

John McCleese presented the Maintenance Dept. report with updates on: 1. Door Security System- Access control replacement cost likely not to exceed \$25,000 (budgeted). 2. "Wander Management System and 3. Nurse Call System

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

Adjourned for lunch 12:10 reconvened 12:40

David Schulz reviewed with the Board the February '08 Financial Report with updates on:

1. Census 96.5 % Feb. and YTD 96% YTD as Budgeted 96% .
2. Net Gain for the month is \$211,765 and YTD is \$64,625.
3. Cost Per Patient Day is \$272.59 vs. 07 252.21.
4. Accounts Receivables Balance is \$876,439 at 37 days.
5. Private Pay Past Due Accounts total \$82,627.51.
6. Restricted Funds Balances \$863,984.68
7. Depreciation Funds Balances - \$ 663,497.76
8. General Cash / Contingency Fund Balances - \$2,451,617.08
9. Meadow View Apartment Financial Report- actual YTD loss \$1,068.26.

David Schulz reviewed with the Board: 1.A report comparing revenues/expenses item by item as Budgeted 2008 and as trending 2008. 2. Revised draft policies for: the Bid process, Credit cards usage and Travel Reimbursement 3. Potential to revise the capital expenditure definition/criteria-he will present the proposal at the next meeting. This will help to insure accurate Medicaid reimbursement. 4. Update on the development of an the "Employee Purchase Program" giving Local/Regional discounts to Meadow Brook employees as a mutual incentive to buy locally and offer/enjoy discounts.

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