

DATE/TIME: Friday, October 26, 2018, 10:30 AM
HUMAN SERVICES BOARD: Martha T. Berry Governing Board Meeting
COMMITTEE CHAIR: Janice Nearon
LOCATION: 43533 Elizabeth Road, Mount Clemens, Michigan, 48043
MINUTES

1. Call to Order

The meeting was called to order at 10:49 AM. Present for the meeting were Janice Nearon, Dr. Patrick Thompson, Rev. Ralph Brown,.

Also Present: Kevin Evans, Suzanne Stewart, Carol Tucker, Emily Pelyak, Barb Bommarito, Jeff Ostermeyer, Kyle Burch, Jeff Maeder, Patty Dibb, Mike Keys, and Tabitha Dluge.

2. Adoption of Agenda

a) Adoption of agenda as presented

Mr. Evans requested an additional item added to the agenda: Update on construction and visual/sound vendor discussion.

Mr. Thompson motioned to approve the agenda with the additional item of "Construction update and visual/sound vendor discussion" added. Rev. Brown seconded the motion. The Motion Passed.

Vote Summary: (3 - 0 - 0)

Aye - Janice Nearon, Dr. Patrick Thompson, Rev. Ralph Brown

Nay - None

Abstain - None

3. Approval of Minutes

a) Approval of September 28, 2018 meeting minutes.

Mr. Thompson motioned to approve the minutes dated September 28, 2018. Rev. Brown seconded the motion. The Motion Passed.

Vote Summary: (3 - 0 - 0)

Aye - Janice Nearon, Dr. Patrick Thompson, Rev. Ralph Brown

Nay - None

Abstain - None

4. Public Participation - none

5. Construction update and visual/sound vendor discussion

Mr. Evans, Mr. Maeder and Mr. Burch presented an update on the construction, including the current projected completion schedule. Mr. Evans and Mr. Maeder explained that construction is moving rapidly now, and there is a need to quickly determine the Audio/Visual vendor (A/V). Mr. Burch presented a quote from Sound Planning Communications.

Mr. Evans asked that the purchasing policy requirement of three bids be waived in this instance for the following reasons:

- The bid is reasonable, far less expensive than the architects original estimate
- The vendor is from the area, and has performed work on the building before
- The vendor is familiar with our current A/V and intercom systems
- Though we might find a bid for less, an RFP would hold up construction for about 30 days, which would add significant cost. Construction could be allowed to continue through the bid process, but would have to tear out some construction to install the A/V system.

Rev. Brown indicated his recent experience with A/V for a church installation and agreed the pricing is reasonable.

Rev. Brown made a motion - because the walls are currently open to install electrical, plumbing and other infrastructure, and it is fastest and less expensive to install the A/V system before the walls are finished, and because the vendor is a current and active vendor with us, and because delaying the construction adds cost - to waive the three bid requirement in this instance and award the bid to Sound Planning Communications. Mr. Thompson seconded the motion. The Motion Passed.

Vote Summary: (3 - 0 - 0)

Aye - Janice Nearon, Dr. Patrick Thompson, Rev. Ralph Brown

Nay – None

Abstain - None

6. Current Invoices

a) Approval of current invoices

Rev. Brown motioned to approve current invoices. Mr. Thompson seconded the motion. The Motion Passed.

Vote Summary: (3 - 0 - 0)

Aye - Janice Nearon, Dr. Patrick Thompson, Rev. Ralph Brown

Nay – None

Abstain - None

7. Finance - Jeff Ostermeyer and Barb Bommarito

a) Receive and File

Revenue & Expenses

Jeff Ostermeyer presented Revenue and Expenses explaining how with census going up we are increasing our revenue with a gain of \$500,000 for September. With collection calls being increased we have been able to increase our money returned for previous bill holders.

Average Daily Census

Jeff Ostermeyer presented that Census has an average of 200 residents with the current census for the month of September being at 212.

Rev. Ralph motioned to receive and file the Revenue & Expense, and Average Daily Census reports as provided. Mr. Thompson seconded the motion. The Motion Passed.

Vote Summary: (3 - 0 - 0)

Aye - Janice Nearon, Dr. Patrick Thompson, Rev. Ralph Brown

Nay - None

Abstain - None

8. Quality and Compliance- Christine Luyeho

a) Quality assurance and Compliance report

Suzanne Stewart presented on behalf of Christine Luyeho. We are achieving benchmarks and have decreased our incident reports with a trend of less than 10 a month for the last few months.

9. HR Director's Discussion - Carol Tucker

a) Receive and File
Union Summary
Turnover and Personnel Report
Agency Report

According to Ms. Stewart, DON, agency use for Certified Nurse Aides will stop on November 1st, 2018 with the exception of temporary agency to hire.

Rev. Brown motioned to receive and file Union Summary, Turnover and Personnel Report and Agency Report as provided. Mr. Thompson seconded the motion. The Motion Passed.

Vote Summary: (3 - 0 - 0)

Aye - Janice Nearon, Dr. Patrick Thompson, Rev. Ralph Brown
Nay – None
Abstain - None

10. Approval Item(s)

a) Approve Policies

Administration and Facility Closure
Meal Delivery Services for Residents
Restraints

Rev. Brown motioned to approve the Administration and Facility Closure, Meal Delivery Services for Residents, and Restraints policies as presented. Mr. Thompson seconded the motion. The Motion Passed.

Vote Summary: (3 - 0 - 0)

Aye - Janice Nearon, Dr. Patrick Thompson, Rev. Ralph Brown

Nay - None

Abstain - None

11. Director's Report

a) Discussion of Clinical, Administrative Restructuring

Kevin Evans presented potential changes to overnight staffing and security. To be more productive, Mr. Evans is looking at adding housekeeping or maintenance staff as security and other duties in the hours between 8:00pm and 8:00am.

In last month's board meeting, Suzanne Stewart presented potential pharmacy contracts and an overview of the contract review process, which was narrowed to three potential pharmacies. The board, at that meeting, tasked Ms. Stewart and her team to evaluate the various pharmacies, select the best fit for Martha T. Berry, and have the corporate attorney review the pharmacy agreement. Ms. Stewart and her team chose Remedi Pharmacy.

Mrs. Stewart also presented on plan to decrease nursing managerial costs by eliminating two positions and unfreezing one Assistant Director of Nursing position. This will decrease our management expense, reduce the total number of nurse managers and better use our resources inside the new neighborhood concept.

Rev. Brown motioned to support the reduction of two management positions and to unfreeze the position of Assistant Director of Nursing. Mr. Thompson seconded the motion. The Motion Passed.

Vote Summary: (3 - 0 - 0)

Aye - Janice Nearon, Dr. Patrick Thompson, Rev. Ralph Brown

Nay - None

Abstain - None

b) Enter Closed Session to Discuss Labor Negotiations

Rev. Brown motioned to enter closed session at 11:49. Mr. Thompson seconded the motion. The Motion Passed.

Vote Summary: (3 - 0 - 0)

Aye - Janice Nearon, Dr. Patrick Thompson, Rev. Ralph Brown

Nay - None

Abstain - None

Closed session ended at 12:40pm

Rev. Brown motioned, whereas regional nursing wages have paced ahead of the collective increases, to work with corporate council Clark Hill to increase registered nurse and licensed nurse pay scale by an additional 2% over current CBA increases. Dr. Thompson Seconded. Motion passed

Dr. Thompson motioned to increase non-union wage scales by 3% and provide a 1% lump sum payment. Rev. Brown seconded. Motion Passed.

Vote Summary: (3 - 0 - 0)

Aye - Janice Nearon, Dr. Patrick Thompson, Rev. Ralph Brown

Nay - None

Abstain - None

11. Adjournment

Dr. Thompson left the meeting at 1:10pm

Mrs. Nearon motioned to adjourn the meeting at 1:14 PM. Rev. Brown seconded the motion. The Motion Passed.

Vote Summary: (2 - 0 - 0)

Aye - Janice Nearon, Rev. Ralph Brown

Nay - None

Abstain - None