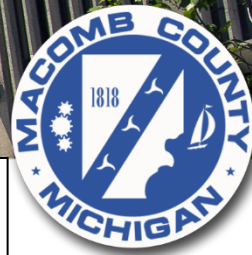




MACOMB COUNTY
Martha T. Berry
MEDICAL CARE FACILITY
Serving the Community Since 1950
43533 Elizabeth Road | Mount Clemens, Michigan, 48043
Phone: 586-469-5265 | www.marthatberry.org

Governing Board
Janice Nearon
Dr. Patrick Thompson
Rev. Ralph Brown

Executive Director
Kevin Evans



DATE/TIME: Friday, May 25, 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 11:30 AM. Present for the meeting were Janice Nearon, Patrick Thompson, Rev. Ralph Brown. Also present were Kevin Evans, Jeff Ostermeyer, and Ginger Yahner.

2. Adoption of Agenda

Motion to adopt the May 25, 2018 agenda by Patrick Thompson, second by Rev. Ralph Brown.

The Motion Passed.

Vote Summary: (3 – 0 - 0)

Aye – Janice Nearon, Patrick Thompson, Rev. Ralph Brown

Nay – None

Abstain – None

3. Approval of Minutes

a) Dated April 27, 2018

Patrick Thompson motioned to approve the April 27, 2018 minutes. Rev. Ralph Brown seconded the motion.

The Motion Passed.

Vote Summary: (3 – 0 - 0)

Aye – Janice Nearon, Patrick Thompson, Rev. Ralph Brown

Nay – None

Abstain – None

4. Public Participation

None.

5. Current Invoices

a) Motion to Approve the Current Invoices

Patrick Thompson motioned to approve the May 25, 2018 of vendor payments as presented. Rev. Ralph Brown seconded the motion. The Motion Passed.

Vote Summary: (3 – 0 - 0)

Aye – Janice Nearon, Patrick Thompson, Rev. Ralph Brown

Nay – None

Abstain – None

6. Finance - Jeff Ostermeyer and Barb Bommarito

a) Receive and File / Barb Bommarito, Jeff Ostermeyer

The Board reviewed the following reports:

Average Daily Census

Percent (%) of Occupancy

Statistical Report

Check Registers 4-27-18 thru 5-11-18

Revenue & Expenses

Patrick Thompson motioned to receive and file all reports as provided. Rev. Ralph Brown seconded the motion.

The Motion Passed.

Vote Summary: (3 – 0 - 0)

Aye – Janice Nearon, Patrick Thompson, Rev. Ralph Brown

Nay – None

Abstain – None

7. HR Director's Discussion - Carol Tucker

a) Receive and File

The Board reviewed the following reports:

Agency Report

Turnover and Personnel Report

Union Summary

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

Vote Summary: (3 – 0 - 0)

Aye – Janice Nearon, Patrick Thompson, Rev. Ralph Brown

Nay – None

Abstain – None

b) Employee Handbook

The board received a copy of the updated employee handbook (draft), with highlights where changes were made previously. The Board will review the remainder of the handbook in the next week, and forward any changes to Mr. Evans. The final draft will be available at the next Board Meeting for final review. Discussion was also held on the appropriate number of holidays for MTB employees. Jeff Ostermeyer from Plante Moran will bring the cost of a vacation day to the next board meeting.

8. Approval Item(s)

a) Approve Policies

The Board reviewed the following policies:

Change In Resident Condition

Reporting Reasonable Suspicion of a Crime

Resident Assessment - RAI

Antibiotic Stewardship

Uniform and Dress Code

Patrick Thompson motioned to approve the policies as presented. Rev. Ralph Brown seconded the motion. **The Motion Passed.**

Vote Summary: (3 – 0 - 0)

Aye – Janice Nearon, Patrick Thompson, Rev. Ralph Brown

Nay – None

9. Director's Report

Emily Pelyak entered the Board meeting. Director Evans discussed three residents with large outstanding dollar amounts owed. Ms. Pelyak gave the some details on each.

Patrick Thompson motioned to give Director Evans authority to file suit on the three accounts discussed by Ms. Pelyak. Rev. Ralph Brown seconded the motion. **The Motion Passed.**

Vote Summary: (3 – 0 - 0)

Aye – Janice Nearon, Patrick Thompson, Rev. Ralph Brown

Nay – None

Abstain – None

Ms. Pelyak left the meeting.

Further discussion continued as to the process of filing law suits for the express purpose of collecting what is owed.

Patrick Thompson motioned that any lawsuits for the purposes of collecting past due balances are brought to the Board prior to filing suit. Rev. Ralph Brown seconded the motion. **The Motion Passed.**

Vote Summary: (3 – 0 - 0)

Aye – Janice Nearon, Patrick Thompson, Rev. Ralph Brown

Nay – None

Abstain – None

Director Evans updated on the progress of the Kitchen and Dining Renovation Project. Clark Construction (MTBs construction manager) worked with vendors and MTB staff to get at budget. Mr. Evans explained that one item was added that wasn't in the original bids - snow melt for the front walk. The Board recognized it as an item that could add to project cost, but supports keeping the snow melt in the project for visitor safety.

Director Evans informed the Board of new unfunded reporting requirements regarding involuntary transfers or discharges. The definition is broad, and conflicts with Medicaid requirements, and requires the state ombudsmen to review any transfer to a hospital or to home where the resident no longer needs care. The residents have the right to appeal the assessments.

Director Evans discussed quality measures, the Long Term Care Trend Tracker and how the Director of Nursing was using it to review quality measures, and some specific Facility Reported Incidents and a recent survey visit.

10. Adjournment

Rev. Ralph Brown motioned to adjourn the meeting at 12:52 p.m. Patrick Thompson seconded the motion. **The Motion Passed.**

Vote Summary: (3 – 0 - 0)

Aye – Janice Nearon, Patrick Thompson, Rev. Ralph Brown

Nay – None

Abstain – None