



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](http://www.marthatberry.org)

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

**Executive Director**  
Kevin Evans



DATE/TIME: Friday, September 28, 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 10:32 AM. Present for the meeting were Rev. Ralph Brown, Janice Nearon, Patrick Thompson.

Also Present Kevin Evans, Suzanne Stewart, Steve Palreuter, Mike Keys, Christina, Barb Bommarito, Jeff Ostermeyer, and Tabitha Dluge.

### 2. Adoption of Agenda

#### a) adoption of agenda as presented

Mr. Evans requested an amendment the agenda to discuss a rate increase for private pay residents. Rev. Brown motioned to approve agenda. Mr. Thompson seconded the motion.

**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) approval of August 24, 2018 meeting minutes

Rev. Brown motioned to approve August 24, 2018 meeting minutes. Mr. Thompson 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. Boost Value Consulting- Steve Palmreuter

Steve Palmreuter presented Lean training to the board. He explained how it focuses on meeting customer needs exactly. Mr. Palmreuter worked with Mr. Evans and his team to see what Martha T. Berry needs and what is getting in the way of moving forward. Mr. Palmreuter worked with Lean Champions to implemented huddles to help have better engagement with staff, building a culture, aligning priorities, and having a consistent message. Mr. Palmreuter also encourages the Board to be involved to sustain stability. Kevin asked board for help on Mission and Vision statement.

#### 6. Current Invoices

- a) approval of current invoices

Rev. Brown Motion to receive and file the approval of current invoices, as presented. Mr. Thompson seconded the motion. **THE MOTION Passed.**

Vote Summary: (3 - 0 - 0)

Aye - Janice Nearon, 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 that Revenue and Expenses in September of \$2.4 million. \$6761 for revenue. Debt is getting taken care of now instead of at end of year. 3 years of old accounts receivable are now getting taken care of monthly. All Collections will be taken in as bonus revenue for that quarter.

## Check Registers

Check Registers were presented.

## Average Daily Census

Jeff Ostermeyer presented on the census for the past three months. Census of 208 in June 2019 in July and 211 August. Processes are improved to facilitate admissions faster.

Rev. Brown motioned to receive and file all of the reports as provided. Mr. Thompson seconded the motion. The Motion Passed .

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Vote Summary: (3 - 0 - 0)

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

Nay - None

Abstain - None

## b) Rate increase discussion

Mr. Ostermeyer explained that another increase is needed to get closer to actual cost, and reduce the risk of missing out on revenue when Medicaid increases MTB rates. Mr. Evans and Mr. Ostermeyer recommended an increase rate to \$340 and send out notice to all resident families informing them of increase.

Rev. Brown motioned to pass the rate increase. Mr. Thompson seconded the motion. **The Motion passed.**

Vote Summary: (3 - 0 - 0)

Aye - Janice Nearon, Pat Thompson, Ralph Brown

Nay - None

Abstain - None

## 8. HR Director's Discussion - Carol Tucker

a) Receive and File

Union Summary

Arbitration request for Aron Peck.

Turnover and Personnel Report

We are now using position control in order to fill in holes on schedule. Neighborhoods go live November 1st and the employees receive their schedules on October 1st for review. Mrs. Stewart, DON will stop using agency staff as soon as the neighborhoods go live unless they are temp to perm. We have stopped bringing on temp to perm LPNs due to being so close to fully staffed.

Agency Report

Number of hours used for agency is 2200 in July and in August is 2359 hours. We have enough staff to fill every position but due to people calling off we have gaps but we still manage.

b) Child Care for Employees

We have staff that have a need for child care and due to high costs in care we are considering bringing child care into building. We would provide a licensed child care provider from an outside source to work in the building and give our employees a discounted rate. Could lead to further growth in this area that could bring in revenue.

The board supports looking into child care.

9. Quality and Compliance- Christine Luyeho

a) Quality assurance and Compliance report

Mrs. Stewart presented the current documentation of incident reports. There was one state visit in August and we were cleared. Our DON has become the grievance official with the QA box available to use.

10. Pharmaceutical Contract- Suzanne Stewart

- a) approve pharmaceutical contract

Looking to move forward with a pharmacy, Contracts have been passed to the attorney to make sure it is appropriate. Decision tabled to next month.

#### 11. Approval Item(s)

- a) Approve Policies

#### 12. Director's Report

Mr. Ostermeyer and Mr. Evans are working on cash flow plan.

We are looking at care for residents with dementia. Our unit manager and social worker manager will be looking at processes and plans to look at dementia care education.

Discussed the Eden Alternative and how training will be paid for by state grants.

Mission and Vision Statements: Kevin recommends bringing in someone for mission and vision. The board gave support to have a facilitator assist.

#### 13. Adjournment

Pat motioned to adjourn the meeting at 2:15 PM. Ralph seconded the motion. **The Motion passed.**

Vote Summary: (3 - 0 - 0)

Aye - Janice Nearon, Pat Thompson, Ralph Brown

Nay - None

Abstain - None