



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, December 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 10:39 AM. Present for the meeting were Janice Nearon, Rev. Pat Thompson, Kevin Evans, Suzanne Stewart, Vickie Burlew, Jeff Ostermeyer, Dan Korte, Bernie Giannotta, TJ O'Conner, Jeff Maeder, Mike Keys, Courtney Flynn, and Tabitha Dluge.

2. Adoption of Agenda

Mrs. Nearon motioned to adopt agenda as presented. Rev. Thompson seconded the motion. **The Motion Passed.**

Vote Summary: (2 - 0 - 0)

Aye - Janice Nearon, Patrick Thompson

Nay - None

Abstain - None

3. Approval of Minutes

a) Approval of November 26, 2018 meeting minutes

Mrs. Nearon motioned to Approve November 26, 2018 Meeting Minutes. Rev. Thompson seconded the motion. **The Motion Passed.**

Vote Summary: (2 - 0 - 0)

Aye - Janice Nearon, Patrick Thompson

Nay - None

Abstain - None

4. Public Participation

None

5. ROLF Consulting - Vickie Burlew

Vicki Burlew and her consulting firm, have been consulting for over 10 years here. Mrs. Burlew indicated that for most of that time it was challenging to improve processes due to internal turmoil and turnover. Mrs. Burlew indicated that her team working our new DON has made great stride in system improvements, has seen an increase in team work which has resulted in a more stable caring environment. Mrs. Burlew believes that with this leadership team that we can improve quality even more and be proactive rather than reactive in our quality improvement processes. Mrs. Burlew will be meeting with the DON and Director in January to develop quality improvement strategies.

Rev. Ralph Brown entered the Board Meeting at 11:10 am.

6. Construction Discussion - Clark Construction and Kingscott Architects

a) Approve guaranteed maximum price

Dan Korte vice President of Clark Construction, Bernie Giannotta from Clark Construction, TJ O'Conner from Kingscott, were present to discuss the construction progress and guaranteed maximum price. Due to a number of internal internal and external issues there was almost a 60 day delay in finalizing budget resulting in added expense. Also adding to expense were existing conditions that were not in the buildings drawings. Mr. Korte discussed how collaborative Martha T. Berry's team and subcontractor and Kingscott were in value engineering to the current price. With construction costs increasing across the board, the delays in starting and general conditions, the final maximum price will be roughly 7% higher than original estimate. Mr. Korte indicated that after serving at the Thanksgiving Dinner he and the members of his team developed a greater appreciation for the work that is being done at Martha T. Berry. Mr. Maeder, Maintenance manager, expressed thanks to the collaborative process and emphasized many of the decisions that added costs are also costs that add long term value to the building.

Rev. Thompson motioned to approve guaranteed price increase for construction. Rev. 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. Current Invoices

- a) Approval of current invoices from November 16, 2018 to December 14, 2018

All reports presented to board.

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

Vote Summary: (3 - 0 - 0)

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

Nay - None

Abstain - None

8. Finance - Jeff Ostermeyer and Barb Bommarito

- a) Receive and File

Revenue & Expenses

Check Registers

Average Daily Census

Jeff Ostermeyer presented all the reports in regards to finance.

Rev. Thompson motioned to receive and file all of the reports as provided. Rev. 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) 2019 Final Operating Budget Approval

Jeff Ostermeyer presented the final operating budget for 2019.

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

Vote Summary: (3 - 0 - 0)

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

Nay - None

Abstain - None

9. Quality and Compliance- Christine Luyeho

a) Quality Assurance and Compliance Report

Suzanne Stewart presented the Quality and Compliance Report.

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

Vote Summary: (3 - 0 - 0)

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

Nay - None

Abstain - None

10. HR Director's Discussion - Carol Tucker

a) Receive and File

Union Summary

Turnover and Personnel Report

Agency Report

Mr. Evans presented on the HR Reports.

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

Vote Summary: (3 - 0 - 0)

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

Nay - None

Abstain - None

11. Approval Item(s)

a) Approve Policies

Transfer Agreement Policy

Tuberculosis Surveillance and Screening Policy /

Weighing and Measuring Residents /

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

Vote Summary: (3 - 0 - 0)

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

Nay - None

Abstain - None

12. Director's Report

a) Foundation Update

Foundation; Moved money into certificates of deposit to earn interest for the foundation.

Discussion also concerned previous surveys, a successful challenge to a survey citation, two lawsuits that are with the insurance organization, and working with the ROLF Law firm to support the defense against survey followup issues. Mr. Evans shared two reports, one on a successful CMS audit of our Payroll Based Journal reporting process and an independent survey showing Martha T. Berry as having significant higher census than the rest of the county.

13. Adjournment

Rev. Thompson motioned to adjourn the meeting at 1:45 PM. Rev. Brown seconded the motion. **The Motion Passed.**

Vote Summary: (3 - 0 - 0)

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

Nay - None

Abstain - None

14. Budget