

**GRAND TRAVERSE COUNTY
DEPARTMENT OF HEALTH AND HUMAN SERVICES BOARD**

**REGULAR MEETING
March 1, 2024**

**Open to the public
9:00 AM Governmental Center – Committee Room
400 Boardman Ave, Traverse City, MI 49684**

Persons with disabilities which the foregoing opportunities for participation will not address should contact Darcey Gratton at (231) 932-3010 or dgratton@gt pavilions.org with questions or concerns.

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. FIRST PUBLIC COMMENT

Any person shall be permitted to address a meeting of the Grand Traverse County Department of Health and Human Services Board which is required to be open to the public under the provisions of the Michigan Open Meetings Act, as amended. (MCLA 15.261, et seq.) Public comment shall be carried out in accordance with the following Board Rules and Procedures:

1. Any person wishing to address the Board shall state his or her name and address.
2. Persons may address the Board on matters which are relevant to Grand Traverse Pavilions issues.
3. No person shall be allowed to speak more than once on the same matter, excluding time needed to answer Board Members questions. The Chairperson shall control the amount of time each person shall be allowed to speak, which shall not exceed three (3) minutes.
 - a) Chairperson may, at his or her discretion, extend the amount of time any person is allowed to speak.
 - b) Whenever a group wishes to address the Board, the Chairperson may require that the group designate a spokesperson; the Chairperson shall control the amount of time the spokesperson shall be allowed to speak, which shall not exceed fifteen (15) minutes.

The Board shall not comment or respond to a person who is addressing the Board. Silence or non-response from the Board should not be interpreted as disinterest or disagreement by the Board.

Please be respectful and refrain from personal or political attacks.

4. COUNTY LIAISON REPORT

5. APPROVAL OF AGENDA

6. CONSENT CALENDAR

The purpose of the consent calendar is to expedite business by grouping items to be dealt with by one Board motion without discussion. Any member of the Board, or staff may ask that any item on the consent calendar be removed and placed elsewhere on the agenda for discussion. Such requests will be automatically respected.

If any item is not removed from the consent calendar, the item on the agenda is approved by a single Board action adopting the consent calendar.

	<u>HANDOUT#</u>
A. Review and File	
(1) Minutes of the 1/25/24 Board Meeting	1
(2) Resident Council Minutes	2

7. ITEMS REMOVED FROM CONSENT CALENDAR

8. CHAIRMAN REPORT Verbal

9. SERVICE EXCELLANCE AWARDS 3

10. GRAND TRAVERSE MEDICAL CARE

A. General Information	
(1) Foundation Board Update – Haider Kazim	Verbal
(2) PACE North Board Update	Verbal
B. Chief Executive Officer Board Report – Gerard Bodalski	4
C. Business	
(1) Financials	5
(2) Strategic Planning	Verbal
(3) Request to Purchase – Fire Suppression Head Replacement	6
(4) Approval of Retroactive Pay	Verbal
D. General Discussion	
(1) Schedule Study Session – Policies & Board Rules	Verbal
(2) Correspondence	Verbal
(3) Change of Meeting Date	Verbal

G.T.P. Announcements

- (1) Next Board Meeting March 28, 2024

11. SECOND PUBLIC COMMENT

Refer to Rules under First Public Comment above.

12. CLOSED SESSION Added

- (1) Closed session pursuant to section 8(e) of the Open Meetings Act, to consult with our attorney regarding trial or settlement strategy in connection with pending litigation, DHHS and the Grand Traverse Pavilions Foundation Board v PACE North.

13. ADJOURNMENT

**GRAND TRAVERSE COUNTY
DEPARTMENT OF HEALTH AND HUMAN SERVICES BOARD**
1000 Pavilions Circle, Traverse City, MI 49684

MINUTES OF THE JANUARY 25, 2024 MEETING

PRESENT: Cecil McNally, Mary Marois Board
Gerard Bodalski, David Hautamaki, Lindsey Dood, Staff
Diane Mallory, Darcey Gratton Commission
TJ Andrews

ABESENT: Haider Kazim Board

GUESTS:

The regular meeting of the Grand Traverse County Department of Health and Human Services Board was called to order at 9:07am by Board Chair Mary Marois at the Garfield Township Hall.

Introduction of CEO/Administrator – Marois welcomed Gerard Bodalski as the new CEO/Administrator. Bodalski gave an overview of his prior experience.

First Public Comment – None

County Liaison Report – Andrews shared discussions of the most recent County Board of Commissioner (BOC) meetings.

Approval of Agenda – Chair Marois asked if there were additions, changes or corrections to the agenda. Motion was made by McNally to approve the agenda as presented, seconded by Marois. Motion carried.

The purpose of the **Consent Calendar** is to expedite business by grouping items to be dealt with by one Board motion without discussion. Any member of the Board or staff may ask that any item on the **Consent Calendar** be removed and placed elsewhere on the agenda for discussion. Such requests will be automatically respected.

REVIEW AND FILE

- (1) Minutes of the 12/28/23 Board Meeting
- (2) Closed Minutes of the 12/28/23 Board Meeting
- (3) Resident Council Minutes
- (4) Food Committee Minutes

Marois requested to pull (4) Food Committee Minutes. Motion was made by McNally to approve the Consent Calendar with the removal of (4) Food Committee Minutes. Motion seconded by Marois. Motion carried.

Items Removed From Consent Calendar – Marois pulled (4) Food Committee Minutes for Hautimaki to give an update on the goals of the Food Committee. Hautimaki shared food concerns were previously addressed in Resident Council minutes but now food committee has recently been created to specifically address dietary concerns and choices for all residents.

Chairman Report – Marois explained that quite a few agenda items will be kept on the agendas going forward to remind the board of business they will continue to discuss.

Service Excellence Awards – Marois requested to move this agenda item to the beginning of the meeting to give more time and recognition for the Service Excellence Awards instead of being rushed at the end of the meeting. Marie shared December Service Excellence Awards.

Fourth Quarter Overtime Report – Hautimaki reviewed the report with no questions by the board.

QAPI Quarterly Update – Hautimaki gave an update on the Quality Assurance/Performance Improvement (QAPI) quarterly meeting.

Foundation Board Update – None

Fourth Quarter Foundation Financials – Dood provided the fourth quarter Foundation Financials and answered board members questions. Andrews inquired if there was an update on a new Fund Developer. Marois stated the Foundation Board has not met this year yet but will have Kazim give an update on the Foundation at the next DHHS Board meeting.

Prepare for Annual Report To Grand Traverse County – Marois reviewed the requirement to make an annual report to Grand Traverse County as well as provide an update on financial status per the request of the County Commissioners. Marois requested to keep this topic in mind along with other items that can be discussed in a strategic planning meeting. Both Andrews and County Chair, Rob Hentchel recognized the fact that the Pavilions is in a transition period with a new CEO/Administrator and understands a delay with a 2023 report. Marois stated she will work with Bodalski and County Administrator Nate Alger on arranging a day to be on the Board of Commissioners agenda or an extended public comment to provide an update at one of their meetings.

Chief Executive Officer Report – Hautamaki reviewed the monthly report for December and answered board members' questions.

Financial Report – Dood presented the financial operations and social accountability reports for December 2023 and answered board member's questions. Dood provided and reviewed updated reports. Hautimaki gave an update on the Cottages. Motion made by McNally to accept the financial operations report as presented. Motion seconded by Marois. Motion carried.

PACE North Board Update – Marois stated an agreement has been made between PACE North and the Grand Traverse Pavilions through a mediation process. An agreement is contingent on the Grand Traverse County being able to reach an agreement with PACE North on the county owned building PACE North currently is occupying.

Marois stated PACE North Board reappointments are up at the end of January and the DHHS Board is responsible for approving all of their reappointments. Marois stated that because an agreement has not been finalized, she recommended to re-appoint all of the PACE North Board members for another year through January 2025. McNally added a caveat and requested for PACE North to update their bylaws for good governance to have a rotation for three year terms and nine year limits instead of all Board members being re-appointed at the same time.

Motion made by Marois to re-appoint all of the current PACE North Board members to a term beginning February 1, 2024 through January 31, 2025. Motion seconded by McNally. Motion carried.

Motion made by McNally to request for the PACE Board to adopt term limits, stagger board terms and to amend PACE North bylaws to show these revisions. Motion seconded by Marois. Motion carried.

Request to Purchase – Fire Suppression Head Replacement – Marois removed this agenda item as requested by staff and to be revisited at a later time.

Authorized Representative – Marois reviewed the proposed resolution to change the authority to sign for Grand Traverse Pavilions for daily operations. Motion was made by Marois to accept Resolution 2024-1 as presented authorizing Gerard Bodalski as the authorized power with full authority to sign paperwork on behalf of the Board for daily operations of the Grand Traverse Pavilions. Motion seconded by McNally. Motion carried.

LeaderStat Invoice – Marois reviewed an invoice from LeaderStat for a permanent search of a CEO/Administrator totaling \$38,000 as expected in the contract. Marois received prior approval by the board but wanted to shared the invoice before payment. Motion made by McNally to support the payment of \$38,000 to LeaderStat for their services on the CEO/Administrator search. Motion seconded by Marois. Motion carried.

Revisit Strategic Plan – Marois explained this topic will continue to be on the agenda for the Board to go back to the original plan shared in 2022. Marois requested for both Kazim and Bodalski to receive the original strategic plan to be able to review and for Bodalski to make recommendations to the Board to move forward. Dood stated he would review the document with Bodalski. McNally requested to closely look at the condition of the Cottages the potential need for updates to be competitive in the area.

Policies – Marois requested for Gratton to pull together all policies that are approved by the Board and to be kept in chronological order to allow policies to be reviewed and renewed in a timely matter and will help new Board members familiarize with Board responsibilities. Marois stated no discussion was needed at this time but will be an ongoing agenda item until this is completed.

Board Rules – Marois stated no discussion was needed at this time but will also be an ongoing agenda item until they are completed. Marois stated the Board does plan to have a study session on establishing new board rules and that the draft was provided in the packet to begin the process of creating one.

Correspondence – Marois shared that at the last board meeting, Kazim requested to acknowledge a letter written by staff and believed for it to be part of the packet as public comment. Marois tabled this discussion for the next meeting to include Kazim who was absent for this meeting.

Change of Board Meeting Dates for February and April – The Board discussed moving the February 29th meeting to Friday, March 1st at 9:00am and the April 25th meeting to Monday, April 29th at 9:00am due to a scheduling conflict. Location to be determined. Motion made by McNally to move the February meeting to March 1st and the April meeting to the 29th. Motion seconded by Marois. Motion carried.

Attending/Consulting Privileges - The Board reviewed the requests to have consulting privileges for Charles Markle, DPM, Larence Rubin, DPM and Ann Marie Buchner, AUD as recommended by Medical Director Dr. April Kurkowski, D.O. Motion was made by McNally to approve Charles Markle, DPM, Larence Rubin, DPM and Ann Marie Buchner, AUD for consulting privileges as presented, seconded by Marois and carried unanimously.

Grand Traverse Pavilions Announcements

(1) Next Board Meeting March 1, 2024

Second Public Comment

Linda Pepper

Meeting adjourned at 10:58 am

Signatures:

Mary Marois – Chair
Grand Traverse County Department of Health and Human Services Board

Date: _____ Approved
_____ Corrected and Approved

PAVILIONS RESIDENT COUNCIL MEETING
January 18, 2024

The January 2024 meeting of the Grand Traverse Pavilions Resident Council was called to order at 11:04am in the Multi-Purpose Room by Kari Belanger, CTRS.

All residents were welcomed.

The residents waived their right to a closed meeting.

The Lord's Prayer and the Pledge of Allegiance were recited.

Members present were introduced:

Birch Pavilion: 6 residents attended. Residents are marked X throughout the minutes.

Cherry Pavilion: 6 residents attended. Residents are marked X throughout the minutes.

Dogwood Pavilion: 4 residents attended. Residents are marked X throughout the minutes.

Staff members were introduced:

Kari Belanger, CTRS, Life Enrichment

Linda Burton, CTRS, Life Enrichment

Chrissy Wagatha, RN, ADON – Rehab Pavilion

Naomi Rode, RN, ADON – Dogwood & Elm Pavilion

Cindi Pobuda, LBSW – Dogwood & Elm Pavilion Social Work

Christian Anderson, General Manager – Forefront Dining Services

Melissa Morey, RD – Registered Dietician, Forefront Dining Services

Lisa Telling, Dietary Administrative Assistant – Forefront Dining Services

Tim Coggins, Environmental Services Director

Cati Kujawski, Environmental Services Manager

Old Business:

There was not any old business from the December Resident Council meetings that needed to be brought up for discussion or to follow up on.

New Business:

Kari asked those present at the meeting the following questions regarding the format of how they would like the meetings in 2024 to be held as we are now having one large meeting each for residents of all pavilions instead of a meeting on each pavilion each month.

*Would everyone like to say the Pledge of Allegiance before each meeting? All residents present said yes.

*Would everyone like to say the Lord's Prayer before each meeting? All residents present said yes.

*Would residents like to have a private Resident Council Meeting of just residents? All residents present said no.

*Who would residents like to have present at the Resident Council Meetings? All

residents present said residents and staff, including Dietary and Environmental Services when they are able.

*Who would residents like to take notes and type the notes up following the meeting?
All residents present said to have staff take notes and type them up.

Kari made the following announcements:

Introduction of Chrissy Wagatha as she will be assuming the Cherry ADON/nurse manager position in a few weeks as Marta Pratt (current Cherry ADON) transitions into a Staff Development position at the Pavilions.

Gerard Bodalski will be our new Administrator/CEO of the Grand Traverse Pavilions and will be starting his new role in the next few weeks. Residents present at the meeting said they would like to meet with Gerard and have him come to a future resident council meeting.

*** Kari will share this request with Darcey Gratton, Administrative Assistant, to discuss with Gerard when he officially begins working here.*

Popcorn Fridays – various locations throughout the building (Birch-Dogwood) – starting Friday January 19 at 3:00pm in the Multi-Purpose Room.

Mocktails – starting Tuesday January 24, 2024, at 3:30pm in the Aspen Main Dining Room. Please come down to have a mocktail and visit with friends before the dinner hour. Melissa and Christian from Forefront Dining Services will be helping out with this new and fun activity.

Outings for February 2024:

Thursday February 8 – Lunch at Flap Jack Shack (*suggested by X*)

Board bus at 11:00am, return pick-up to come home at 1:30pm

Thursday February 15 – Lunch & Gambling at Leelanau Sands Casino (*suggested by X & X*)

Board bus at 10:30am, return pick-up to come home at 3:00pm

Residents present at the meeting signed up for the outing of their choosing as well as an alternate outing if they desired.

February Special Events:

Friday February 2 – Catholic Mass with Father Joe – 11:00am – Multi-Purpose Room

Friday February 2 – Popcorn Friday & Now Showing: *Groundhog Day* (movie) – 2:30pm – Multi-Purpose Room

Friday February 9 – Lunch Order-In: Pizza Lunch – 12:00pm-1:30pm – Multi-Purpose Room

Residents present at the meeting signed up for this activity if they desired.

Monday February 12 – Decorate Valentines Cookies – 11:00am – Cherry Activity Room

Tuesday February 13 – Paczki & Mocktails Party – 3:00pm – Aspen Main Dining Room

Wednesday February 14 – Prayer & Message with Pastor Kent – 11:00am – Multi-Purpose Room

Wednesday February 14 – Valentines Day Social – 3:00pm – Multi-Purpose Room

Thursday February 22 – National Chili Day: Chili Cook-Off (Residents and Staff to participate and make various chili's)

Resident Group Interview Questions:

Kari discussed with the attending residents that there are 12 resident rights that can be reviewed during the group interview with the State Surveyors during our annual survey, and today we will be reviewing Rules.

Rules:

- What are some of the rules of this facility? For instance, rules about what time residents go to bed at night or when to get up in the morning?
 - X: The 10:00pm quiet hour is working out beautifully, it's a success.
 - X: We don't allow people to smoke in the building or around it outside.
- Are there any rules you would like to discuss?
 - Nothing was mentioned or brought forward for discussion by residents present.
- Do you have input into the rules of this facility?
 - X: Yes.
 - X: Yes. However, I would like to see or have rooms with kitchenettes available to us, so that we can warm things up in a microwave.
 - Tim Coggins told everyone present that microwaves are not allowed in resident rooms due to the state fire code. X said, "Thank you." No further discussion.*
- Does the facility listen to your suggestions?
 - Residents present at the meeting nodded their heads up and down and said "yes." No further comments or discussion.

1. Discussion regarding food temperature and receiving HS snacks.

The floor was opened for residents to make comments, suggestions, concerns, and or ask questions:

**Kari thanked all residents present at the Resident Council Meeting and commented that many residents present today attended the Let's Talk Food meeting that was held on January 9, 2024; and that many if not all of their comments from the December 2023 Resident Council Meetings were brought up for continued discussion at the food talk meeting held last week.

**Kari reminded everyone present that the next Let's Talk Food meeting will be held on Tuesday March 12, 2024, at 3:00pm and encouraged everyone to attend.

- X: The chef salads need more sliced hard-boiled eggs in them and no red onion slices. I would like to see and have ring bologna, more cheesecake for desserts and more choices for soups. The cooks are overcooking the baked beans.
 - X agreed with X about the baked beans and also said that the beans do not have any flavor to them.
- X: The soups are terrible. The chicken noodle soup didn't have any noodles in it.
 - The staff are still ordering for me and not asking me what I would like to have.

Kari told X that she would let Marta know of this and ask Marta to meet with X privately to discuss further.

X: When is the new turkey lunchmeat going to be used?

Christian told all present that the remainder of the sliced turkey product was to be used up by this evening with the Hot Turkey & Swiss sandwiches, and the new product will be introduced very soon. X asked to be reminded of when the new lunchmeat would be on the menu so that she could have it.

X: There needs to be more helpers in the dining rooms at mealtimes. I have trouble cutting up my food and the staff do help me, but there is not enough staff in the dining room to help everyone all the time.

- X said that she agreed with X.

X: There needs to be more Jell-O for dessert.

X: We need to have tuna salad and chicken salad more often. There needs to be more hard-boiled eggs in the potato salad. Could we have some good chicken wings sometime? I would love some chicken wings.

X: We are served too many green beans and peas; we need to have other vegetables.

X: I would like to have more fish.

- X agreed and said that she would like to have cod. X agreed and said that there needs to be a different kind of fish, not pollack.

2. Discussion regarding the cleanliness of the facility and laundry being returned promptly.

The floor was opened for residents to make comments, suggestions, concerns, and or ask questions:

X: They are all good.

X: The housekeeping staff are excellent.

3. Discussion regarding room temperature.

The floor was opened for residents to make comments, suggestions, concerns, and or ask questions:

X: My room is good.

X: It is fine.

X: My room is good too.

X: My room is cold sometimes.

X: The windowsill in my room, when I touch it, it is ice cold; and there is a huge icicle hanging outside my window too.

Tim offered to X to have the Maintenance team install plastic film over X's window to help with the cold. X said, "yes, thank you."

- X told everyone that she found that having a blanket rolled up and placed on the windowsill helps with the cold air or feeling of cold in the room.

4. Discussion regarding nursing care.

The floor was opened for residents to make comments, suggestions, concerns, and or ask questions:

X: The nurses and staff are A-one! They are great!

X: The staff are very kind and courteous.

X: They are all great, but we could use some more nurse aides to help us out.

Sometimes it feels like there are not enough of them to help us when we need help.

- X said, "I agree."

5. Discussion regarding call lights being answered in a timely manner.

The floor was opened for residents to make comments, suggestions, concerns, and or ask questions:

X: I would say pretty much, but it also depends on who is on and taking care of me.

X: I have a wrist button and I push it, but I don't know if it is working or not.

Kari offered to help X check to see if her wrist call button was working or not after the meeting. X thanked Kari for this; following the meeting, X pushed the wrist call button while going down the hallway and the light outside X's room did turn on and X said, "I see that it is on."

X: No one ever looks down the hallway to my room when they come out of the office. I have talked about it at every meeting and still, no one looks my way to see if I need help.

6. Discussion regarding receiving showers as needed/as requested.

The floor was opened for residents to make comments, suggestions, concerns, and or ask questions:

All residents present at the meeting said, "Yes."

7. Discussion regarding the nighttime noise level on their home Pavilion.

The floor was opened for residents to make comments, suggestions, concerns, and or ask questions:

All residents present at the meeting said, "Yes."

X: Birch is perfect. The 10:00pm quiet rule is working out beautifully.

The floor was opened for additional comments:

X: Please schedule another Dollar Tree shopping trip but not on Monday &

Wednesdays because of the medicine I take, and also not on Tuesday because of bingo.

The next Pavilions Resident Council meeting will be held on Thursday February 15, 2024, at 11:00am in the Multi-Purpose Room. Kari asked for a volunteer to read over and sign the January 2024 minutes, and no one said they would do this. X said, "All of us here heard what was discussed. We don't need to sign them." The Pavilions Resident Council Meeting was adjourned at 12:14pm by X, seconded by X.

Respectfully Submitted,

Kari Belanger, CTRS
Recreational Therapist

Cindi Pobuda, LBSW
Dogwood & Elm Pavilion Social Work

ELM RESIDENT COUNCIL MEETING
January 25, 2024

The Elm January 2024 meeting of the Grand Traverse Pavilions Resident Council was called to order at 10:30am in the Elm Activity Room by Linda Burton.

Members present were:

9 residents attended. Residents marked X throughout the minutes.

Staff members were introduced:

Linda Burton, CTRS, Life Enrichment
Cindi Pobuda, LBSW – Elm Pavilion Social Work

New Business:

Linda made the following announcements:

Popcorn Fridays – various locations throughout the building (Birch-Dogwood) – starting Friday January 19 at 3:00pm in the Multi-Purpose Room.

Mocktails – starting Tuesday January 24, 2024, at 3:30pm in the Aspen Main Dining Room. Please come down to have a mocktail and visit with friends before the dinner hour. Melissa and Christian from Forefront Dining Services will be helping out with this new and fun activity.

Outings for February 2024:

Thursday February 8 – Lunch at Flap Jack Shack (*suggested by X*)

Board bus at 11:00am, return pick-up to come home at 1:30pm

Thursday February 15 – Lunch & Gambling at Leelanau Sands Casino (*suggested by X & X*)

Board bus at 10:30am, return pick-up to come home at 3:00pm

Residents present at the meeting signed up for the outing of their choosing as well as an alternate outing if they desired.

February Special Events:

Friday February 2 – Catholic Mass with Father Joe – 11:00am – Multi-Purpose Room

Friday February 2 – Popcorn Friday & Now Showing: *Groundhog Day* (movie) – 2:30pm – Multi-Purpose Room

Friday February 9 – Lunch Order-In: Pizza Lunch – 12:00pm-1:30pm – Multi-Purpose Room

Residents present at the meeting signed up for this activity if they desired.

Monday February 12 – Decorate Valentines Cookies – 11:00am – Cherry Activity Room

Tuesday February 13 – Paczki & Mocktails Party – 3:00pm – Aspen Main Dining Room

Wednesday February 14 – Prayer & Message with Pastor Kent – 11:00am – Multi-Purpose Room

Wednesday February 14 – Valentines Day Social – 3:00pm – Multi-Purpose Room

Thursday February 22 – National Chili Day: Chili Cook-Off (Residents and Staff to

participate and make various chili's)

Residents were asked for ideas for future activities: None suggested.

Resident Group Interview Questions:

1. Asked the residents, "If you need help, do the staff come to help you?" Residents nodded. X said, "That's good."
2. Asked the residents if they were being offered an evening snack. X said, "Yes." X said, "Pretty good, not every day."
3. Asked the residents if the staff treat them with respect. X said, "Yes." X said, "Good."
4. Asked the residents if the food is good here. X said, "I liked it". X said, "Yeah it is."
5. Asked the residents if their rooms are clean. X and X said, "Yes."
6. Asked the residents if their clothes came back from the laundry clean. X, X, and X said, "Yes."
7. Asked the residents if the temperature in their rooms was comfortable. All said, "Yes."
8. Asked the residents if they had enough to do. X said, "Yes."
9. Asked the residents if there is anything we could do to make things better. There were no suggestions.

The floor was opened for additional comments:

No other concerns or complaints were noted. The meeting adjourned at 10:50am.

Respectfully Submitted,

Linda Burton , CTRS
Recreational Therapist

Cindi Pobuda, LBSW
Elm Pavilion Social Work

GRAND TRAVERSE PAVILIONS
Service Excellence Award Program
January 2024

Date:	01/01/2024
Employee:	Kim Rosso
Awarded for:	Recognized by a rehab client "I was very impressed by the helpfulness and professionalism I received from these therapists. I also appreciated their sense of humor! Perfect 5!". Thank you Kim!
Position:	Physical Therapist
Nominated by:	Amy Coneset

Date:	01/01/2024
Employee:	Valerie Trejo
Awarded for:	Hard-working, compassionate, always willing to pick up and assist when needed. Thank you for being responsive to cottage needs and offering your time as often as you do, we appreciate you!
Position:	Nurse Aide
Nominated by:	Shelby Mack

Date:	01/08/2024
Employee:	Renee Doswell
Awarded for:	Renee donates her time and talent to beautify the bulletin boards in the wellness center. She always picks fun themes that brighten the days of staff and clients. She truly loves the people we serve. Thank you Renee for your positive spirit and all that you do for GTP!
Position:	Aquatics Trainer
Nominated by:	Amy Coneset

Date:	01/08/2024
Employee:	Amanda Prance
Awarded for:	Thank you for covering admissions on Friday.
Position:	Scheduling Coordinator
Nominated by:	Kristen Packard

Date:	01/15/2024
Employee:	Sam Baker
Awarded for:	She did all day shift showers for January 13th, and got up a lot of people in anticipation of call in's due to the snow storm. Thanks for thinking ahead. Great team work.
Position:	CNA
Nominated by:	Donita Stokes

Date: 01/15/2024
Employee: Mackenzie Beeman
Awarded for: Amazing job working with a resident and completing his walking program. She went above and beyond teaching him additional movements using his walker.
Position: CNA
Nominated by: Kim Rosso

Date: 01/22/2024
Employee: Carrie Delk
Awarded for: Thank you for all the late nights. I see you sending emails late and appreciate that you try to tie up loose ends. You do a great job in role and are a really valuable resource to both GTP and MMC.
Position: Admissions Coordinator
Nominated by: Kristen Packard

Date: 01/22/2024
Employee: Jeff Valentine
Awarded for: Thank you for being so kind to all the residents. You speak so clearly and calmly. Your residents really appreciate you.
Position: CNA
Nominated by: Kristen Packard

Date: 01/29/2024
Employee: Kristi Clark
Awarded for: Thank you, Kristi, for working extra hours this week - both during your lunch period and coming in on a day off to ensure our patients are able to receive the physical therapy services that they need.
Position: Physical Therapist Assistant
Nominated by: Chris Hinze


Date: 01/29/2024
Employee: Sarah Pleva
Awarded for: Thank you for the work you do with families and the way you communicate. You are very articulate and informative. I appreciate you and enjoy working with you.
Position: Social Worker
Nominated by: Kristen Packard



Grand Traverse Pavilions

A COMMUNITY CARING FOR GENERATIONS

TO: Grand Traverse County Department of Health and Human Services Board

FROM: Gerard Bodalski 
CEO/Administrator

RE: January CEO/Administrator Report

Census

For the Skilled Nursing Facility, the average daily census as of February 26, 2024 is 157. Past census trends include January 2024 at 150, December 2023 at 144 and November 2023 at 148.

Throughout the month of January, the Skilled Nursing Facility had 61 admissions including re-admissions from Munson Medical Center, and 45 discharges. Seven rehab residents transfer upstairs for long term care.

For the Cottages, the average daily census as of February 26, 2024 is 52. Past census trends include January 2024 at 54, December 2023 at 52 and November 2023 at 51.

Throughout the month of January, the Cottages had 3 admissions, 3 respite stays, and 2 discharges.

Nursing

There were 8 Facility Reported Incidents in January. All have been cleared without having to complete an onsite review.

Staffing

Recruitment is underway for the following open positions: CNAs; Universal Workers; Licensed Nurses; Social Services; Occupational, Physical and Recreational Therapists.

Ten employees were hired in January: 1 Administrator; 1 Environmental Services; 1 Licensed Nurse; 1 CNA; 3 Nurse Aide Students and 3 Universal Workers. We received 81 applications in January.

In January, there were 2 resignations and 1 retirement.

In January, 11 employee referrals were received.

As of February 14, 2024, we have 316 employees.

Dietary

In January, Dining Services held a “Let’s Talk Food” meeting to discuss meal ideas and ask residents to make recommendations and suggestions on meals.

Environmental Services

On January 5, Blarney Castle Oil collected a sample of the fuel from our generator, to be sent for annual testing. This is required by our life safety code, and ensures that the fuel is suitable to run the generator in a power outage.

On January 8, Graham Motor and Generator performed the annual preventive maintenance and 4-hour load bank test on our backup generator. It was found that the batteries need replacement. Graham ordered the batteries.

On January 9, Tim Coggins, Environmental Services Director, Diane Mallory, Human Resources Director, and Kristen Packard, Director of Nursing, attended the Traverse Area Human Resources Association meeting, that included a presentation by Grand Traverse County Emergency Management Coordinator regarding emergency preparedness. During the presentation, we learned that Gregg Bird could perform a critical infrastructure protection survey at our facility, as well as assist in active shooter drills. We have contacted him for further information.

On January 11, Coggins and Cati Kujawski, Environmental Services Manager, attended cottage resident meeting, and discussed our staffing and some of the projects we are working on related to cottage issues.

On January 12, Coggins was informed that the new building electrical transformer will be shipping out in the near future and will be scheduled for installation once it has been received.

On January 12, Coggins met with Russell Abbott of Total Fire Protection to get a quote for replacement of the quick-response fire suppression sprinkler heads in our facility.

On January 16, Coggins and Kujawski met with Josh King of Floor Covering Brokers to discuss the upcoming tile regROUT project in the main building kitchen.

On January 17, there was a fire alarm at Evergreen Cottage at 7:30 AM. Staff and the fire department responded. The alarm was triggered by breakfast prep. The fire department cleared the building and reset the alarm system. Staff did a great job responding to the alarm.

On January 18, John E. Green Company replaced a controller on one of our heating boilers. This controller had failed, and we were running on only one boiler.

On January 19, Graham Motor and Generator replaced the four batteries in the backup generator.

On January 19, Coggins met with Scot Hopkins of Summit Fire Protection to get a quote for replacement of the quick-response fire suppression sprinkler heads in our facility.

On January 31, Coggins and Kujawski met with the entire Environmental Services staff to reinforce our expectations of the department, and go over a few changes that we need to make as a department to better serve the organization.

Wellness Center

The Wellness Center saw the following patients this month: Medicare A: 28; Medicare Advantage Skilled: 35; Medicare B: Outpatient: 19; Medicare B: Inpatient: 31; Medicare B Advantage: Outpatient 36; Inpatient 12; Private Insurance: Outpatient: 13; Private Insurance: Inpatient:5; Work compensation: Outpatient: 0; Private pay: Outpatient: 0; Private pay: Inpatient: 1. Auto: Outpatient: 2; Auto: Inpatient:1.

On January 16, Kristen Semeyn, Physical Therapist, started as Wellness Center Director and Chris Heinz, Physical Therapist, started as part-time Outpatient Therapy Manager.

On January 24, John Delossantos, President of JMD Healthcare and Wellness Center Director, made a site visit.

Activities

Kari Belanger and Linda Burton, Recreational Therapists, completed a total of 41 video chats over FaceTime or Google Duo.

Activities, Special Events and Outings that occurred in January included: Catholic Mass, Rosary and live streaming various local church services; outings for lunch at China Fair and shopping at The Dollar Tree; making & enjoying chocolate covered cherries, root beer floats, strawberry ice cream treats, homemade peanut butter cookies, and having hot chocolate & donuts. Residents played bingo, Yahtzee, Shut the Box and jumbo dice games, feather duster balloon ball, UNO, and animal races. The movie-theater style popcorn machine was brought back to life and is popping fresh popcorn on Friday afternoons along with showing of a movie on the big screen in the Multi-Purpose Room for all residents, staff and family members. On Tuesday January 23 and January 30, Mocktails made their debut with Melissa Morey & Jill Telling from Forefront Dining Services tending the bar and making up delicious non-alcoholic drinks for the residents and their visitors to enjoy. On Monday January 29, Tyler Forland, owner of Tyler's Exotics & Mobile Petting Zoo, stopped at the Pavilions and brought a spider monkey, tarantula, bearded dragon, turtle, macaw and huge snake for the residents, staff, daycare kids and visitors to see and hold – the monkey, Caesar, was a huge hit as he walked around the room and climbed up on resident's laps and pulled at kids ears; and the daycare kids were in awe of the snake as they all lined up together to hold the snake in their outstretched arms.

On January 9, residents gathered with Christian and Gregory of Forefront Dining Services for Let's Talk Food. On January 18, we introduced and implemented having one large Resident Council meeting for residents on all pavilions to come together to meet instead of having a meeting on each individual pavilion.

GRAND TRAVERSE PAVILIONS MEMORANDUM

Financial Operations Report
January 2024

Grand Traverse Pavilions Combined

REVENUE:

The overall revenue for the Pavilions in January was \$2,430,947 resulting in a favorable budget variance of \$1,629. There are large favorable variances for the nursing home and large unfavorable variances for the cottages. There were no non-recurring revenue items in January.

EXPENSES:

The total overall operating expenses for the Pavilions in January were \$2,588,170 resulting in an unfavorable variance to budget of \$210,001. Key variances included the CEO/Administrator placement fee of \$38,000, nursing wages of \$141,442 (\$117,797 when adjusted for higher occupancy), CEO/Administrator coverage of \$27,000, administrative wages of \$13,000 and childcare expenses of \$3,000.

NET INCOME/LOSS:

There was a net loss of \$157,224 from the combined programs of the Pavilions in January resulting in an unfavorable budget variance of \$208,372.

OPERATING CASH:

Total unassigned operating cash on hand at month-end was \$4,431,077. This is a net increase (more brought in than was spent) of \$10,078,109 for the month. \$10.734M of this was the expected payments from the IRS and MDHHS.

In addition to incurring a loss, the following items also negatively impacted our cash position in January:

Insurance premiums paid in excess of the current expense of \$87,352
A bond payment of \$312,306
Payment of deferred provider taxes of \$229,866
Payment of retention pay on January 24 of \$209,760.

Other cash inflows and outlays were typical and can be seen in the Cash Flow Statement.

VOUCHERS:

Purchase orders, invoices, checks written, and supporting documentation reviewed for voucher numbers 5508-5515 for the month of January and were in order without exception.

Grand Traverse Medical Care

REVENUE:

The census for January averaged 150 residents which was five above the budgeted census and six more than the prior month. Private pay census was one more than budget, Medicare was three above, Medicaid was six above and Hospice was five below the budgeted census. Eleven of the private pay residents are in the process of applying for Medicaid. Total resident revenue was \$2,008,639 resulting in a \$54,534 favorable budget variance. The occupancy for January was 62% of licensed beds and 82% of available beds.

Other revenue was \$207,389 on a budget of \$140,200 for a favorable variance of \$67,189 for the month.

Total revenue was \$121,623 more than budgeted for the month.

EXPENSES:

Operating Expenses were \$216,952 more than budgeted for the month. Significant variances were highlighted earlier in this report.

NET INCOME/LOSS:

Grand Traverse Medical Care produced a net loss of \$100,310 for the month, which was \$95,330 worse than budgeted.

RECEIVABLES:

Our Days Revenue Outstanding ("DRO") (before allowances) is 56 days as of 1/31/2024. This is two more than as of 12/31/23. Our goal for 2024 is reduce that number to 45 days.

The total receivables were up \$117,068 during January due to the ongoing issue of the software transition with both the new therapy software and PCC resulting in only 25% of the Outpatient revenue being collected (a shortfall of \$15,000). In addition, eleven residents who are private pay are in the process of applying for Medicaid. This is up from four in December. No payment was received for them in January which represents \$140,000 in revenue not being collected currently. The assigned social worker, outstation worker and biller work with the resident, responsible parties and attorneys to expedite the filing and processing of the Medicaid applications.

Even with these challenges, 97% of the prior month revenue was collected in January.

The Cottages

REVENUE:

Total revenue of \$236,319 generated a \$98,593 unfavorable variance to the budget. The average census for the Cottages-Assisted Living was 50.7 residents during the month (6.3 below budget and 1.8 more than the prior month), representing 65% occupancy. There were 42 days of overnight respite provided during the month (36 more than the prior month). Hawthorn Lofts-Independent Living average census was 1 resident (CEO/Administrator) per day for 33% occupancy.

There are other factors contributing to lower than budgeted revenue in addition to lower than budgeted occupancy:

Willow rates were reduced below what was budgeted.

We are caring for eleven residents who are either PACE North or Medicaid Waiver participants who pay less than our budgeted rates.

Charge capture for personal services revenue has not been effectively implemented.

EXPENSES:

Expenses for January (before depreciation) were \$269,911, which was above the budgeted amount by \$14,449 for an unfavorable variance. This was a decrease in expenses of \$24,547 from the prior month.

NET INCOME/LOSS:

The program had a net loss for the month of \$56,914 resulting in an unfavorable variance of \$113,042.

Unassigned Fund Balance

Approved 2024 Operating Budget	\$ 28.7M
Unassigned Fund Balance Target Percentage	20%
Unassigned Fund Balance Target Amount	\$5.7M
Current Unassigned Fund Balance*	\$4.4M
Current Fund Balance as a percentage of Operating Budget	15%
Amount Available Above/ (Below) Target	(\$1.3)M

*Fund balance is different from a cash balance as it includes other assets and is net of current liabilities. Those items do not generally change significantly so we are reporting here on the cash balance amount. The policy requires a review of the actual fund balance annually.

Date: Feb 16, 2024
 Time: 09:32:18 EST
 User: Lindsey Dood

**Grand Traverse Pavilions
 Combined Income Statement
 1/1/2024 to 1/31/2024**

Include Adjustment Periods: NO Include Closing Periods: NO
 Included: Grand Traverse Pavilions - AL, Grand Traverse Pavilions - Outpatient, Grand Traverse Pavilions - SNF

	CURRENT PERIOD			PRIOR PERIOD			YEAR TO DATE		
	Actual \$	Budget \$	Var \$	Actual \$	Budget \$	Var \$	Actual \$	Budget \$	Var \$
Service Revenue	2,253,605	2,288,188	(34,583)	2,141,263	1,832,774	308,489	2,253,605	2,288,188	(34,583)
Other Revenue	177,341	141,129	36,213	634,211	766,632	(132,421)	177,341	141,129	36,213
Total Revenue	2,430,947	2,429,317	1,629	2,775,474	2,599,406	176,068	2,430,947	2,429,317	1,629
Salaries & Wages	1,404,627	1,258,825	(145,803)	1,414,398	1,502,649	88,251	1,404,627	1,258,825	(145,803)
Benefits	346,777	348,025	1,248	327,682	388,712	61,030	346,777	348,025	1,248
Other Operating Expenses	711,763	645,627	(66,136)	727,626	569,985	(157,641)	711,763	645,627	(66,136)
Interest Expense	29,062	29,752	(690)	90,159	32,500	57,659	29,062	29,752	(690)
Depreciation	95,941	95,941	0	95,941	97,520	1,579	95,941	95,941	0
Total Operating Expenses	2,588,170	2,378,169	(210,001)	2,655,807	2,591,366	(64,440)	2,588,170	2,378,169	(210,001)
Net Operating Income	(157,224)	51,148	(208,372)	119,667	8,039	111,628	(157,224)	51,148	(208,372)

Date: Feb 16, 2024
 Time: 09:31:33 EST
 User: Lindsey Dood

**Grand Traverse Pavilions
 SNF Income Statement
 1/1/2024 to 1/31/2024**

Include Adjustment Periods: NO Include Closing Periods: NO
 Included: Grand Traverse Pavilions - AL, Grand Traverse Pavilions - Outpatient, Grand Traverse Pavilions - SNF

	CURRENT PERIOD						YEAR TO DATE					
	Actual \$	Budget \$	Var \$	Actual / Day	Budget / Day	Var / Day	Actual \$	Budget \$	Var \$	Actual / Day	Budget / Day	Var / Day
	0	0	0	-	-	-	0	0	0	-	-	-
	0	0	0	-	-	-	0	0	0	-	-	-
	0	0	0	-	-	-	0	0	0	-	-	-
SNF Resident Revenue												
Inpatient Revenue												
Medicare Part A	166,916	318,276	(151,360)	596.13	684.46	(88.34)	166,916	318,276	(151,360)	596.13	684.46	(88.34)
Medicare Advantage	262,632	126,753	135,879	569.70	408.88	160.82	262,632	126,753	135,879	569.70	408.88	160.82
Medicaid	1,107,777	1,039,414	68,364	374.25	376.74	(2.49)	1,107,777	1,039,414	68,364	374.25	376.74	(2.49)
Hospice	105,218	172,817	(67,598)	436.59	428.83	7.76	105,218	172,817	(67,598)	436.59	428.83	7.76
Private Pay	289,797	229,525	60,272	416.38	411.34	5.04	289,797	229,525	60,272	416.38	411.34	5.04
Medicare Part B	10,739	2,941	7,798	2.32	0.65	1.66	10,739	2,941	7,798	2.32	0.65	1.66
TOTAL Inpatient Revenue	1,943,079	1,889,725	53,354	418.95	420.41	(1.46)	1,943,079	1,889,725	53,354	418.95	420.41	(1.46)
Outpatient												
Physical Therapy	42,511	60,760	(18,249)	9.17	13.52	(4.35)	42,511	60,760	(18,249)	9.17	13.52	(4.35)
Occupational Therapy	7,349	0	7,349	1.58	0.00	1.58	7,349	0	7,349	1.58	0.00	1.58
Speech Therapy	12,360	0	12,360	2.66	0.00	2.66	12,360	0	12,360	2.66	0.00	2.66
Wellness	3,340	3,720	(380)	0.72	0.83	(0.11)	3,340	3,720	(380)	0.72	0.83	(0.11)
TOTAL Outpatient	65,560	64,480	1,080	14.14	14.34	(0.21)	65,560	64,480	1,080	14.14	14.34	(0.21)
TOTAL SNF Resident Revenue	2,008,639	1,954,205	54,434	433.08	434.75	(1.67)	2,008,639	1,954,205	54,434	433.08	434.75	(1.67)
SNF Other Revenue												
Revenue - Child Day Care	8,978	9,309	(331)	1.94	2.07	(0.14)	8,978	9,309	(331)	1.94	2.07	(0.14)
Childcare Lunches	334	334	0	0.07	0.07	0.00	334	334	0	0.07	0.07	0.00
Vending Machine Sales	453	269	185	0.10	0.06	0.04	453	269	185	0.10	0.06	0.04
Rental Income	317	206	111	0.07	0.05	0.02	317	206	111	0.07	0.05	0.02
Interest Income	0	1,000	(1,000)	0.00	0.22	(0.22)	0	1,000	(1,000)	0.00	0.22	(0.22)
DCW Wage Reimbursement	69,186	40,000	29,186	14.92	8.90	6.02	69,186	40,000	29,186	14.92	8.90	6.02
Copy Revenue	249	10	239	0.05	0.00	0.05	249	10	239	0.05	0.00	0.05
Garnishment Fees	0	30	(30)	0.00	0.01	(0.01)	0	30	(30)	0.00	0.01	(0.01)
Scrap Sales	0	30	(30)	0.00	0.01	(0.01)	0	30	(30)	0.00	0.01	(0.01)
Misc Income	343	682	(339)	0.07	0.15	(0.08)	343	682	(339)	0.07	0.15	(0.08)
QAS Income	163,936	155,218	8,718	35.35	34.53	0.81	163,936	155,218	8,718	35.35	34.53	0.81
QMI Income	26,314	36,905	(10,590)	5.67	8.21	(2.54)	26,314	36,905	(10,590)	5.67	8.21	(2.54)
Inter-Company Charges	21,400	0	21,400	4.61	0.00	4.61	21,400	0	21,400	4.61	0.00	4.61
Bad Debt Expenses	(7,500)	(7,500)	0	(1.62)	(1.67)	0.05	(7,500)	(7,500)	0	(1.62)	(1.67)	0.05
Provider Tax Expenses-QAS	(67,941)	(86,128)	18,187	(14.65)	(19.16)	4.51	(67,941)	(86,128)	18,187	(14.65)	(19.16)	4.51
Provider Tax Expenses-QMI	(8,681)	(10,164)	1,483	(1.87)	(2.26)	0.39	(8,681)	(10,164)	1,483	(1.87)	(2.26)	0.39
TOTAL SNF Other Revenue	207,389	140,200	67,189	44.72	31.19	13.52	207,389	140,200	67,189	44.72	31.19	13.52
Total Revenue	2,216,028	2,094,405	121,623	477.80	465.94	27.06	2,216,028	2,094,405	121,623	477.80	465.94	27.06
SNF Operating Expenses												
Nursing												
Nursing												
Salary & Wages - RN	207,986	152,030	(55,956)	44.84	33.82	(11.02)	207,986	152,030	(55,956)	44.84	33.82	(11.02)
Salary & Wages - LPN	109,347	91,646	(17,701)	23.58	20.39	(3.19)	109,347	91,646	(17,701)	23.58	20.39	(3.19)

**Grand Traverse Pavilions
 SNF Income Statement
 1/1/2024 to 1/31/2024**

	CURRENT PERIOD						YEAR TO DATE					
	Actual \$	Budget \$	Var \$	Actual / Day	Budget / Day	Var / Day	Actual \$	Budget \$	Var \$	Actual / Day	Budget / Day	Var / Day
Nursing (con't)												
Salary & Wages - CNA	404,717	368,410	(36,307)	87.26	81.96	(5.30)	404,717	368,410	(36,307)	87.26	81.96	(5.30)
Salary & Wages - UW SNF	24,663	12,103	(12,560)	5.32	2.69	(2.63)	24,663	12,103	(12,560)	5.32	2.69	(2.63)
Longevity - RN	725	737	12	0.16	0.16	0.01	725	737	12	0.16	0.16	0.01
Longevity - LPN	450	457	7	0.10	0.10	0.00	450	457	7	0.10	0.10	0.00
Longevity - CNA	1,625	1,652	27	0.35	0.37	0.02	1,625	1,652	27	0.35	0.37	0.02
FICA - Nursing	53,514	49,101	(4,413)	11.54	10.92	(0.61)	53,514	49,101	(4,413)	11.54	10.92	(0.61)
Workers Comp - Nursing	837	7,108	6,271	0.18	1.58	1.40	837	7,108	6,271	0.18	1.58	1.40
Unemployment Expenses	0	8,447	8,447	0.00	1.88	1.88	0	8,447	8,447	0.00	1.88	1.88
MERS DB - Nursing	31,939	32,538	599	6.89	7.24	0.35	31,939	32,538	599	6.89	7.24	0.35
MERS DC:Nursing	11,980	11,827	(152)	2.58	2.63	0.05	11,980	11,827	(152)	2.58	2.63	0.05
Health Ins - Nursing	62,289	60,820	(1,469)	13.43	13.53	0.10	62,289	60,820	(1,469)	13.43	13.53	0.10
Health Ins - Retirees Nursing	5,517	5,846	329	1.19	1.30	0.11	5,517	5,846	329	1.19	1.30	0.11
Dental Ins - Nursing	4,156	4,292	136	0.90	0.95	0.06	4,156	4,292	136	0.90	0.95	0.06
Uniforms - Nursing	0	1,217	1,217	0.00	0.27	0.27	0	1,217	1,217	0.00	0.27	0.27
Small Equipment	2,763	5,407	2,644	0.60	1.20	0.61	2,763	5,407	2,644	0.60	1.20	0.61
Nursing Supplies	19,422	15,995	(3,428)	4.19	3.56	(0.63)	19,422	15,995	(3,428)	4.19	3.56	(0.63)
Briefs	7,509	5,087	(2,423)	1.62	1.13	(0.49)	7,509	5,087	(2,423)	1.62	1.13	(0.49)
Stock Meds	1,094	1,420	327	0.24	0.32	0.08	1,094	1,420	327	0.24	0.32	0.08
IV Supplies	0	2,323	2,323	0.00	0.52	0.52	0	2,323	2,323	0.00	0.52	0.52
Special Equipment Rental	0	144	144	0.00	0.03	0.03	0	144	144	0.00	0.03	0.03
Non-Legend Drugs	6,373	472	(5,902)	1.37	0.10	(1.27)	6,373	472	(5,902)	1.37	0.10	(1.27)
Professional Services - Medic	3,520	3,590	70	0.76	0.80	0.04	3,520	3,590	70	0.76	0.80	0.04
Agency Nurse Staffing	27,993	30,492	2,498	6.04	6.78	0.75	27,993	30,492	2,498	6.04	6.78	0.75
Building Repairs-Resident Roo	679	3,527	2,848	0.15	0.78	0.64	679	3,527	2,848	0.15	0.78	0.64
Equipment Repairs	1,566	1,449	(117)	0.34	0.32	(0.02)	1,566	1,449	(117)	0.34	0.32	(0.02)
Education & Training - Nursing	475	266	(209)	0.10	0.06	(0.04)	475	266	(209)	0.10	0.06	(0.04)
Med Waste:Nursing-Medical Care	1,863	1,584	(279)	0.40	0.35	(0.05)	1,863	1,584	(279)	0.40	0.35	(0.05)
Resident Loss Replacement	0	18	18	0.00	0.00	0.00	0	18	18	0.00	0.00	0.00
TOTAL Nursing	993,003	880,004	(112,998)	214.10	195.77	(18.33)	993,003	880,004	(112,998)	214.10	195.77	(18.33)
Nurse Administration												
Salary & Wages - Nursing Admin	110,448	89,032	(21,416)	23.81	19.81	(4.01)	110,448	89,032	(21,416)	23.81	19.81	(4.01)
Longevity-Nursing Admin	1,115	1,133	18	0.24	0.25	0.01	1,115	1,133	18	0.24	0.25	0.01
FICA - Nursing Admin	8,940	6,677	(2,262)	1.93	1.49	(0.44)	8,940	6,677	(2,262)	1.93	1.49	(0.44)
Workers Comp - Nurse Admin	60	62	2	0.01	0.01	0.00	60	62	2	0.01	0.01	0.00
MERS DB - Nursing Admin	14,407	14,643	236	3.11	3.26	0.15	14,407	14,643	236	3.11	3.26	0.15
MERS DC: Nurse Administration	102	1,131	1,029	0.02	0.25	0.23	102	1,131	1,029	0.02	0.25	0.23
Nurse Admin Consulting	4,637	11,100	6,463	1.00	2.47	1.47	4,637	11,100	6,463	1.00	2.47	1.47
TOTAL Nurse Administration	139,709	123,779	(15,930)	30.12	27.54	(2.59)	139,709	123,779	(15,930)	30.12	27.54	(2.59)
TOTAL Nursing Administrative	1,132,712	1,003,783	(128,929)	244.22	223.31	(20.91)	1,132,712	1,003,783	(128,929)	244.22	223.31	(20.91)
Administrative												
Salary & Wages - Admin	52,752	40,584	(12,168)	11.37	9.03	(2.35)	52,752	40,584	(12,168)	11.37	9.03	(2.35)
Longevity - Admin	390	396	6	0.08	0.09	0.00	390	396	6	0.08	0.09	0.00
FICA - Admin	4,178	3,037	(1,141)	0.90	0.68	(0.23)	4,178	3,037	(1,141)	0.90	0.68	(0.23)
Workers Comp - Admin	40	41	1	0.01	0.01	0.00	40	41	1	0.01	0.01	0.00
MERS - Administration	9,159	9,310	150	1.97	2.07	0.10	9,159	9,310	150	1.97	2.07	0.10
MERS DC:Administration	298	1,002	704	0.06	0.22	0.16	298	1,002	704	0.06	0.22	0.16
Health Ins - Administration	7,321	7,231	(90)	1.58	1.61	0.03	7,321	7,231	(90)	1.58	1.61	0.03

Grand Traverse Pavilions
SNF Income Statement
 1/1/2024 to 1/31/2024

	CURRENT PERIOD						YEAR TO DATE					
	Actual \$	Budget \$	Var \$	Actual / Day	Budget / Day	Var / Day	Actual \$	Budget \$	Var \$	Actual / Day	Budget / Day	Var / Day
Administrative (con't)												
Dental Ins - Administration	355	312	(43)	0.08	0.07	(0.01)	355	312	(43)	0.08	0.07	(0.01)
Contract Services	68,652	3,218	(65,434)	14.80	0.72	(14.09)	68,652	3,218	(65,434)	14.80	0.72	(14.09)
Contract Svcs-Security	0	74	74	0.00	0.02	0.02	0	74	74	0.00	0.02	0.02
Professional Services - Admin	0	3,400	3,400	0.00	0.76	0.76	0	3,400	3,400	0.00	0.76	0.76
Legal Consultants	14,938	12,500	(2,437)	3.22	2.78	(0.44)	14,938	12,500	(2,437)	3.22	2.78	(0.44)
Dues & Memberships	4,451	3,333	(1,118)	0.96	0.74	(0.22)	4,451	3,333	(1,118)	0.96	0.74	(0.22)
License & Fees	0	583	583	0.00	0.13	0.13	0	583	583	0.00	0.13	0.13
Subscriptions	0	6	6	0.00	0.00	0.00	0	6	6	0.00	0.00	0.00
Education & Training - Admin	0	100	100	0.00	0.02	0.02	0	100	100	0.00	0.02	0.02
Travel	0	26	26	0.00	0.01	0.01	0	26	26	0.00	0.01	0.01
Board Meeting Expenses	0	4	4	0.00	0.00	0.00	0	4	4	0.00	0.00	0.00
Miscellaneous Expenses	0	48	48	0.00	0.01	0.01	0	48	48	0.00	0.01	0.01
TOTAL Administrative	162,535	85,207	(77,328)	35.04	18.96	(16.09)	162,535	85,207	(77,328)	35.04	18.96	(16.09)
Finance												
Salary & Wages - Financial Ma	21,648	22,511	863	4.67	5.01	0.34	21,648	22,511	863	4.67	5.01	0.34
Longevity - Financial Mgt	235	239	4	0.05	0.05	0.00	235	239	4	0.05	0.05	0.00
FICA - Fin Mgmt	1,520	1,688	168	0.33	0.38	0.05	1,520	1,688	168	0.33	0.38	0.05
Workers Comp - Fin Mgmt	15	16	1	0.00	0.00	0.00	15	16	1	0.00	0.00	0.00
MERS DB - Financial Management	2,511	2,552	41	0.54	0.57	0.03	2,511	2,552	41	0.54	0.57	0.03
MERS DC:Financial Management	304	471	167	0.07	0.10	0.04	304	471	167	0.07	0.10	0.04
Health Ins - Financial Mgmt	996	1,005	9	0.21	0.22	0.01	996	1,005	9	0.21	0.22	0.01
Dental Ins - Financial Mgmt	172	131	(41)	0.04	0.03	(0.01)	172	131	(41)	0.04	0.03	(0.01)
Office Supplies	2,452	1,421	(1,031)	0.53	0.32	(0.21)	2,452	1,421	(1,031)	0.53	0.32	(0.21)
Copy Supplies	4,120	655	(3,465)	0.89	0.15	(0.74)	4,120	655	(3,465)	0.89	0.15	(0.74)
Computer Supplies	742	3,575	2,833	0.16	0.80	0.64	742	3,575	2,833	0.16	0.80	0.64
Postage	266	901	635	0.06	0.20	0.14	266	901	635	0.06	0.20	0.14
Small Equipment - IT	4,408	1,558	(2,850)	0.95	0.35	(0.60)	4,408	1,558	(2,850)	0.95	0.35	(0.60)
Audit Expenses	0	2,900	2,900	0.00	0.65	0.65	0	2,900	2,900	0.00	0.65	0.65
IT Consultants	1,988	3,457	1,470	0.43	0.77	0.34	1,988	3,457	1,470	0.43	0.77	0.34
Printing & Binding	1,265	447	(818)	0.27	0.10	(0.17)	1,265	447	(818)	0.27	0.10	(0.17)
Data Processing	1,232	4,138	2,907	0.27	0.92	0.66	1,232	4,138	2,907	0.27	0.92	0.66
Maintenance Agreements Softwa	14,514	24,310	9,796	3.13	5.41	2.28	14,514	24,310	9,796	3.13	5.41	2.28
Communication Equip Repairs	232	2,597	2,364	0.05	0.58	0.53	232	2,597	2,364	0.05	0.58	0.53
Education & Training - Fin Mgt	0	155	155	0.00	0.03	0.03	0	155	155	0.00	0.03	0.03
Other Insurance	25,374	25,000	(374)	5.47	5.56	0.09	25,374	25,000	(374)	5.47	5.56	0.09
Telephone-Snf	5,792	5,000	(792)	1.25	1.11	(0.14)	5,792	5,000	(792)	1.25	1.11	(0.14)
Internet	1,463	0	(1,463)	0.32	0.00	(0.32)	1,463	0	(1,463)	0.32	0.00	(0.32)
Cellular Phone	4,437	1,126	(3,311)	0.96	0.25	(0.71)	4,437	1,126	(3,311)	0.96	0.25	(0.71)
Television - SNF	2,009	2,387	378	0.43	0.53	0.10	2,009	2,387	378	0.43	0.53	0.10
Bond Interest Expense	24,728	25,432	704	5.33	5.66	0.33	24,728	25,432	704	5.33	5.66	0.33
Bank Charges	3,192	2,432	(761)	0.69	0.54	(0.15)	3,192	2,432	(761)	0.69	0.54	(0.15)
TOTAL Finance	125,616	136,104	10,488	27.08	30.28	3.19	125,616	136,104	10,488	27.08	30.28	3.19
Human Resources												
Salary & Wages - Human Resour	18,192	16,177	(2,014)	3.92	3.60	(0.32)	18,192	16,177	(2,014)	3.92	3.60	(0.32)
Longevity - Human Resources	230	234	4	0.05	0.05	0.00	230	234	4	0.05	0.05	0.00
FICA - Human Res	1,347	1,213	(133)	0.29	0.27	(0.02)	1,347	1,213	(133)	0.29	0.27	(0.02)
Workers Comp - Human Res	10	10	0	0.00	0.00	0.00	10	10	0	0.00	0.00	0.00

**Grand Traverse Pavilions
 SNF Income Statement
 1/1/2024 to 1/31/2024**

	CURRENT PERIOD						YEAR TO DATE					
	Actual \$	Budget \$	Var \$	Actual / Day	Budget / Day	Var / Day	Actual \$	Budget \$	Var \$	Actual / Day	Budget / Day	Var / Day
Human Resources (con't)												
MERS DB - Human Resources	2,822	2,868	46	0.61	0.64	0.03	2,822	2,868	46	0.61	0.64	0.03
Health Ins - Human Resources	1,160	864	(297)	0.25	0.19	(0.06)	1,160	864	(297)	0.25	0.19	(0.06)
Dental Ins - Human Resources	138	178	40	0.03	0.04	0.01	138	178	40	0.03	0.04	0.01
Life Insurance	144	127	(17)	0.03	0.03	0.00	144	127	(17)	0.03	0.03	0.00
Employee Recogn	1,088	1,667	579	0.23	0.37	0.14	1,088	1,667	579	0.23	0.37	0.14
Other Fringe Benefit - Cobra	0	156	156	0.00	0.03	0.03	0	156	156	0.00	0.03	0.03
HSA Funding	150	0	(150)	0.03	0.00	(0.03)	150	0	(150)	0.03	0.00	(0.03)
Contract Services - HR	5,020	2,575	(2,445)	1.08	0.57	(0.51)	5,020	2,575	(2,445)	1.08	0.57	(0.51)
Employee Advertising/Recruit	340	0	(340)	0.07	0.00	(0.07)	340	0	(340)	0.07	0.00	(0.07)
CNA Registry Fee	140	62	(78)	0.03	0.01	(0.02)	140	62	(78)	0.03	0.01	(0.02)
Testing Fees	5,250	2,520	(2,730)	1.13	0.56	(0.57)	5,250	2,520	(2,730)	1.13	0.56	(0.57)
Education & Training - Hum Res	0	146	146	0.00	0.03	0.03	0	146	146	0.00	0.03	0.03
TOTAL Human Resources	36,030	28,797	(7,233)	7.77	6.41	(1.36)	36,030	28,797	(7,233)	7.77	6.41	(1.36)
Community Relations and Volunteer Services												
Salary & Wages - Volunteer &	4,633	4,470	(163)	1.00	0.99	0.00	4,633	4,470	(163)	1.00	0.99	0.00
FICA - Volunteer & Comm Rel	350	342	(8)	0.08	0.08	0.00	350	342	(8)	0.08	0.08	0.00
Workers Comp - Vol & Comm Rel	5	5	0	0.00	0.00	0.00	5	5	0	0.00	0.00	0.00
MERS DB - Volunteer & Comm Rel	974	990	16	0.21	0.22	0.01	974	990	16	0.21	0.22	0.01
MERS DC: Volunteer & Comm Rel	254	53	(202)	0.05	0.01	(0.04)	254	53	(202)	0.05	0.01	(0.04)
Fund Raising	0	7,917	7,917	0.00	1.76	1.76	0	7,917	7,917	0.00	1.76	1.76
TOTAL Community Relations and Volunteer Services	6,216	13,776	7,560	1.34	3.06	1.72	6,216	13,776	7,560	1.34	3.06	1.72
Maintenance												
Salary & Wages - ES	55,120	55,162	42	11.88	12.27	0.39	55,120	55,162	42	11.88	12.27	0.39
Longevity - Environmental Serv	330	335	5	0.07	0.07	0.00	330	335	5	0.07	0.07	0.00
FICA - Environ Serv	4,022	4,137	115	0.87	0.92	0.05	4,022	4,137	115	0.87	0.92	0.05
Workers Comp - Plant Ops	500	518	18	0.11	0.12	0.01	500	518	18	0.11	0.12	0.01
MERS DB - Env. Serv.	4,185	4,253	69	0.90	0.95	0.04	4,185	4,253	69	0.90	0.95	0.04
MERS DC:Environmental Services	666	282	(384)	0.14	0.06	(0.08)	666	282	(384)	0.14	0.06	(0.08)
Health Ins - Env Serv	6,202	5,897	(305)	1.34	1.31	(0.03)	6,202	5,897	(305)	1.34	1.31	(0.03)
Health Ins - Retirees - EVS	2,443	2,029	(414)	0.53	0.45	(0.08)	2,443	2,029	(414)	0.53	0.45	(0.08)
Dental Ins - Env Serv	480	335	(145)	0.10	0.07	(0.03)	480	335	(145)	0.10	0.07	(0.03)
Uniforms - Plant Ops	213	290	77	0.05	0.06	0.02	213	290	77	0.05	0.06	0.02
Supplies - Plant Ops	6,258	5,948	(310)	1.35	1.32	(0.03)	6,258	5,948	(310)	1.35	1.32	(0.03)
Small Equipment	4,170	4,616	446	0.90	1.03	0.13	4,170	4,616	446	0.90	1.03	0.13
Building Repairs	14,367	15,234	867	3.10	3.39	0.29	14,367	15,234	867	3.10	3.39	0.29
Equipment Repairs	13,298	4,616	(8,682)	2.87	1.03	(1.84)	13,298	4,616	(8,682)	2.87	1.03	(1.84)
Vehicle Repair	125	166	41	0.03	0.04	0.01	125	166	41	0.03	0.04	0.01
Elevator	0	95	95	0.00	0.02	0.02	0	95	95	0.00	0.02	0.02
Lawn, Tree and Brush Services	45	1,696	1,651	0.01	0.38	0.37	45	1,696	1,651	0.01	0.38	0.37
Snow Removal - Contract	2,298	1,516	(782)	0.50	0.34	(0.16)	2,298	1,516	(782)	0.50	0.34	(0.16)
Education & Training - ES	0	158	158	0.00	0.04	0.04	0	158	158	0.00	0.04	0.04
Vehicle Fuel	983	883	(100)	0.21	0.20	(0.02)	983	883	(100)	0.21	0.20	(0.02)
Parking Garage Expenses	1,097	1,717	620	0.24	0.38	0.15	1,097	1,717	620	0.24	0.38	0.15
Water	3,050	3,367	317	0.66	0.75	0.09	3,050	3,367	317	0.66	0.75	0.09
Sewer	7,890	6,005	(1,885)	1.70	1.34	(0.37)	7,890	6,005	(1,885)	1.70	1.34	(0.37)
Electric	18,533	23,415	4,882	4.00	5.21	1.21	18,533	23,415	4,882	4.00	5.21	1.21
Natural Gas	13,178	9,263	(3,915)	2.84	2.06	(0.78)	13,178	9,263	(3,915)	2.84	2.06	(0.78)

Grand Traverse Pavilions
 SNF Income Statement
 1/1/2024 to 1/31/2024

	CURRENT PERIOD						YEAR TO DATE					
	Actual \$	Budget \$	Var \$	Actual / Day	Budget / Day	Var / Day	Actual \$	Budget \$	Var \$	Actual / Day	Budget / Day	Var / Day
Maintenance (con't)												
Refuse Disposal	2,458	3,116	659	0.53	0.69	0.16	2,458	3,116	659	0.53	0.69	0.16
TOTAL Maintenance	161,911	155,051	(6,860)	34.91	34.49	(0.42)	161,911	155,051	(6,860)	34.91	34.49	(0.42)
Housekeeping												
Salary & Wages - Housekeeping	58,584	57,395	(1,189)	12.63	12.77	0.14	58,584	57,395	(1,189)	12.63	12.77	0.14
Longevity - Housekeeping	875	889	14	0.19	0.20	0.01	875	889	14	0.19	0.20	0.01
FICA - Housekeeping	4,257	4,305	48	0.92	0.96	0.04	4,257	4,305	48	0.92	0.96	0.04
Workers Comp - Housekeeping	650	674	24	0.14	0.15	0.01	650	674	24	0.14	0.15	0.01
MERS DB - Housekeeping	1,541	1,566	25	0.33	0.35	0.02	1,541	1,566	25	0.33	0.35	0.02
MERS DC:Housekeeping	2,273	2,352	79	0.49	0.52	0.03	2,273	2,352	79	0.49	0.52	0.03
Health Ins - Housekeeping	7,686	4,984	(2,701)	1.66	1.11	(0.55)	7,686	4,984	(2,701)	1.66	1.11	(0.55)
Dental Ins - Housekeeping	504	417	(88)	0.11	0.09	(0.02)	504	417	(88)	0.11	0.09	(0.02)
Uniforms - Housekeeping	0	147	147	0.00	0.03	0.03	0	147	147	0.00	0.03	0.03
Supplies - Housekeeping	9,715	6,676	(3,038)	2.09	1.49	(0.61)	9,715	6,676	(3,038)	2.09	1.49	(0.61)
Contract Services-Hskpg	0	2,043	2,043	0.00	0.45	0.45	0	2,043	2,043	0.00	0.45	0.45
TOTAL Housekeeping	86,084	81,449	(4,635)	18.56	18.12	(0.44)	86,084	81,449	(4,635)	18.56	18.12	(0.44)
Laundry												
Salary & Wages - Laundry	27,952	25,499	(2,453)	6.03	5.67	(0.35)	27,952	25,499	(2,453)	6.03	5.67	(0.35)
Longevity - Laundry	200	203	3	0.04	0.05	0.00	200	203	3	0.04	0.05	0.00
FICA - Laundry	2,073	1,912	(161)	0.45	0.43	(0.02)	2,073	1,912	(161)	0.45	0.43	(0.02)
Workers Comp - Laundry	250	259	9	0.05	0.06	0.00	250	259	9	0.05	0.06	0.00
MERS DB - Laundry	1,621	1,648	27	0.35	0.37	0.02	1,621	1,648	27	0.35	0.37	0.02
MERS DC:Laundry	568	394	(174)	0.12	0.09	(0.03)	568	394	(174)	0.12	0.09	(0.03)
Health Ins - Laundry	2,989	2,500	(490)	0.64	0.56	(0.09)	2,989	2,500	(490)	0.64	0.56	(0.09)
Dental Ins - Laundry	126	196	70	0.03	0.04	0.02	126	196	70	0.03	0.04	0.02
Supplies - Laundry	5,144	4,095	(1,049)	1.11	0.91	(0.20)	5,144	4,095	(1,049)	1.11	0.91	(0.20)
Linen Replacements - Laundry	1,134	1,627	493	0.24	0.36	0.12	1,134	1,627	493	0.24	0.36	0.12
TOTAL Laundry	42,058	38,333	(3,725)	9.07	8.53	(0.54)	42,058	38,333	(3,725)	9.07	8.53	(0.54)
Dietary												
Contract Svcs-Dining	220,838	216,446	(4,392)	47.61	48.15	0.54	220,838	216,446	(4,392)	47.61	48.15	0.54
TOTAL Dietary	220,838	216,446	(4,392)	47.61	48.15	0.54	220,838	216,446	(4,392)	47.61	48.15	0.54
Therapy												
Salary & Wages - Therapy	114,807	112,897	(1,910)	24.75	25.12	0.36	114,807	112,897	(1,910)	24.75	25.12	0.36
Longevity-Therapy	400	407	7	0.09	0.09	0.00	400	407	7	0.09	0.09	0.00
FICA - Therapy	9,393	8,467	(926)	2.03	1.88	(0.14)	9,393	8,467	(926)	2.03	1.88	(0.14)
Workers Comp - Therapy	500	518	18	0.11	0.12	0.01	500	518	18	0.11	0.12	0.01
MERS DB - Therapy	8,474	8,613	139	1.83	1.92	0.09	8,474	8,613	139	1.83	1.92	0.09
MERS DC:Therapy	643	800	157	0.14	0.18	0.04	643	800	157	0.14	0.18	0.04
Health Ins - Therapy Services	6,863	4,055	(2,809)	1.48	0.90	(0.58)	6,863	4,055	(2,809)	1.48	0.90	(0.58)
Dental Ins - Therapy	491	342	(149)	0.11	0.08	(0.03)	491	342	(149)	0.11	0.08	(0.03)
Supplies - Therapy	393	420	27	0.08	0.09	0.01	393	420	27	0.08	0.09	0.01
Small Equipment - Therapy	409	37	(372)	0.09	0.01	(0.08)	409	37	(372)	0.09	0.01	(0.08)
Professional Service - Medica	0	433	433	0.00	0.10	0.10	0	433	433	0.00	0.10	0.10
Consultant - Therapy	4,887	4,414	(473)	1.05	0.98	(0.07)	4,887	4,414	(473)	1.05	0.98	(0.07)
Pool Maintenance	53	412	359	0.01	0.09	0.08	53	412	359	0.01	0.09	0.08
Dues & Memberships - Therapy	0	40	40	0.00	0.01	0.01	0	40	40	0.00	0.01	0.01
TOTAL Therapy	147,314	141,857	(5,458)	31.76	31.56	(0.20)	147,314	141,857	(5,458)	31.76	31.56	(0.20)
Ancillary												

Grand Traverse Pavilions
 SNF Income Statement
 1/1/2024 to 1/31/2024

	CURRENT PERIOD						YEAR TO DATE					
	Actual \$	Budget \$	Var \$	Actual / Day	Budget / Day	Var / Day	Actual \$	Budget \$	Var \$	Actual / Day	Budget / Day	Var / Day
Ancillary (con't)												
Medical Supplies	3,859	2,444	(1,415)	0.83	0.54	(0.29)	3,859	2,444	(1,415)	0.83	0.54	(0.29)
Oxygen	2,725	3,101	377	0.59	0.69	0.10	2,725	3,101	377	0.59	0.69	0.10
Legend Drugs	41,118	34,727	(6,391)	8.87	7.73	(1.14)	41,118	34,727	(6,391)	8.87	7.73	(1.14)
Lab Services	1,616	1,216	(400)	0.35	0.27	(0.08)	1,616	1,216	(400)	0.35	0.27	(0.08)
Radiology Services	1,328	850	(477)	0.29	0.19	(0.10)	1,328	850	(477)	0.29	0.19	(0.10)
Misc Medical Services	0	231	231	0.00	0.05	0.05	0	231	231	0.00	0.05	0.05
TOTAL Ancillary	50,645	42,570	(8,075)	10.92	9.47	(1.45)	50,645	42,570	(8,075)	10.92	9.47	(1.45)
Diversional Therapy												
Salary & Wages - Life Enrichm	19,526	31,104	11,579	4.21	6.92	2.71	19,526	31,104	11,579	4.21	6.92	2.71
Longevity - Life Enrichment	515	523	8	0.11	0.12	0.01	515	523	8	0.11	0.12	0.01
FICA - Life Enrichment	2,394	2,333	(61)	0.52	0.52	0.00	2,394	2,333	(61)	0.52	0.52	0.00
Workers Comp - Life Enrichme	100	104	4	0.02	0.02	0.00	100	104	4	0.02	0.02	0.00
MERS DB - Life Enrichment	634	644	10	0.14	0.14	0.01	634	644	10	0.14	0.14	0.01
MERS DC:Life Enrichment	313	0	(313)	0.07	0.00	(0.07)	313	0	(313)	0.07	0.00	(0.07)
Health Ins - Life Enrichment	2,989	3,016	27	0.64	0.67	0.03	2,989	3,016	27	0.64	0.67	0.03
Dental Ins - Life Enrichment	216	221	4	0.05	0.05	0.00	216	221	4	0.05	0.05	0.00
Supplies - Diversional Therapy	479	408	(72)	0.10	0.09	(0.01)	479	408	(72)	0.10	0.09	(0.01)
Activity Supplies - Eden	680	936	256	0.15	0.21	0.06	680	936	256	0.15	0.21	0.06
Educ. & Training- Activities	0	61	61	0.00	0.01	0.01	0	61	61	0.00	0.01	0.01
Special Functions	863	934	71	0.19	0.21	0.02	863	934	71	0.19	0.21	0.02
Activity Expenses	133	0	(133)	0.03	0.00	(0.03)	133	0	(133)	0.03	0.00	(0.03)
TOTAL Diversional Therapy	28,842	40,284	11,442	6.22	8.96	2.74	28,842	40,284	11,442	6.22	8.96	2.74
Human Services												
Salary & Wages - Human Serv	14,737	15,275	539	3.18	3.40	0.22	14,737	15,275	539	3.18	3.40	0.22
Longevity - Human Services	115	117	2	0.02	0.03	0.00	115	117	2	0.02	0.03	0.00
FICA - Human Serv	979	1,146	166	0.21	0.25	0.04	979	1,146	166	0.21	0.25	0.04
Workers Comp - Human Serv	20	21	1	0.00	0.00	0.00	20	21	1	0.00	0.00	0.00
MERS DB - Human Services	1,125	1,144	18	0.24	0.25	0.01	1,125	1,144	18	0.24	0.25	0.01
MERS DC:Human Services	437	756	319	0.09	0.17	0.07	437	756	319	0.09	0.17	0.07
Health Ins - Human Services	1,633	1,760	127	0.35	0.39	0.04	1,633	1,760	127	0.35	0.39	0.04
Dental Ins - Human Services	82	120	38	0.02	0.03	0.01	82	120	38	0.02	0.03	0.01
Consultant Services-Psych.	0	1,530	1,530	0.00	0.34	0.34	0	1,530	1,530	0.00	0.34	0.34
Education & Training - Hum Ser	0	92	92	0.00	0.02	0.02	0	92	92	0.00	0.02	0.02
TOTAL Human Services	19,128	21,960	2,832	4.12	4.89	0.76	19,128	21,960	2,832	4.12	4.89	0.76
Child Care												
Salary & Wages - CC Asst. CDC	14,017	17,638	3,621	3.02	3.92	0.90	14,017	17,638	3,621	3.02	3.92	0.90
Salary & Wages - Facilitator	3,814	0	(3,814)	0.82	0.00	(0.82)	3,814	0	(3,814)	0.82	0.00	(0.82)
FICA - CDC	1,353	1,323	(30)	0.29	0.29	0.00	1,353	1,323	(30)	0.29	0.29	0.00
MERS DB - CDC	551	560	9	0.12	0.12	0.01	551	560	9	0.12	0.12	0.01
MERS DC-Child Care	437	365	(71)	0.09	0.08	(0.01)	437	365	(71)	0.09	0.08	(0.01)
Health Ins - CDC	1,495	1,327	(168)	0.32	0.30	(0.03)	1,495	1,327	(168)	0.32	0.30	(0.03)
Dental Ins - CDC	170	98	(72)	0.04	0.02	(0.01)	170	98	(72)	0.04	0.02	(0.01)
Uniforms - CDC	0	89	89	0.00	0.02	0.02	0	89	89	0.00	0.02	0.02
Teaching/Educational Supplies	0	13	13	0.00	0.00	0.00	0	13	13	0.00	0.00	0.00
Small Equipment - CDC	0	43	43	0.00	0.01	0.01	0	43	43	0.00	0.01	0.01
Meals - CDC	1,294	443	(850)	0.28	0.10	(0.18)	1,294	443	(850)	0.28	0.10	(0.18)
Dietary Snacks - CDC	176	146	(30)	0.04	0.03	(0.01)	176	146	(30)	0.04	0.03	(0.01)

Grand Traverse Pavilions
SNF Income Statement
 1/1/2024 to 1/31/2024

	CURRENT PERIOD						YEAR TO DATE					
	Actual \$	Budget \$	Var \$	Actual / Day	Budget / Day	Var / Day	Actual \$	Budget \$	Var \$	Actual / Day	Budget / Day	Var / Day
Child Care (con't)												
Special Functions - CDC	0	7	7	0.00	0.00	0.00	0	7	7	0.00	0.00	0.00
Indirect Costs-Childcare	1,400	0	(1,400)	0.30	0.00	(0.30)	1,400	0	(1,400)	0.30	0.00	(0.30)
Miscellaneous Exp-Childcare	0	16	16	0.00	0.00	0.00	0	16	16	0.00	0.00	0.00
TOTAL Child Care	24,705	22,067	(2,638)	5.33	4.91	(0.42)	24,705	22,067	(2,638)	5.33	4.91	(0.42)
Equipment Depreciation												
Depreciation - Office	2,304	2,304	0	0.50	0.51	0.02	2,304	2,304	0	0.50	0.51	0.02
Depreciation Exp - Nursing	4,138	4,138	0	0.89	0.92	0.03	4,138	4,138	0	0.89	0.92	0.03
Depreciation - Dietary	1,375	1,375	0	0.30	0.31	0.01	1,375	1,375	0	0.30	0.31	0.01
Depreciation - Furniture	662	662	0	0.14	0.15	0.00	662	662	0	0.14	0.15	0.00
Depreciation - Maintenance	1,634	1,634	0	0.35	0.36	0.01	1,634	1,634	0	0.35	0.36	0.01
Depreciation - Vehicle	877	877	0	0.19	0.20	0.01	877	877	0	0.19	0.20	0.01
Depreciation-Equip Well. Ctr	200	200	0	0.04	0.04	0.00	200	200	0	0.04	0.04	0.00
TOTAL Equipment Depreciation	11,189	11,189	0	2.41	2.49	0.08	11,189	11,189	0	2.41	2.49	0.08
TOTAL SNF Operating Expenses	2,255,825	2,038,873	(216,952)	486.38	453.59	(32.79)	2,255,825	2,038,873	(216,952)	486.38	453.59	(32.79)
Net Operating Income	(39,797)	55,532	(95,330)	(8.58)	12.35	(21.21)	(39,797)	55,532	(95,330)	(8.58)	12.35	(21.21)
SNF Building Depreciation												
Depreciation - Land Improv	1,594	1,594	0	0.34	0.35	0.01	1,594	1,594	0	0.34	0.35	0.01
Depreciation - Building	38,499	38,499	0	8.30	8.56	0.26	38,499	38,499	0	8.30	8.56	0.26
Depreciation - Parking Structr	5,437	5,437	0	1.17	1.21	0.04	5,437	5,437	0	1.17	1.21	0.04
Depreciation - Bldg Improv	12,328	12,328	0	2.66	2.74	0.08	12,328	12,328	0	2.66	2.74	0.08
Depreciation-Bldg Imp WellCtr	2,654	2,654	0	0.57	0.59	0.02	2,654	2,654	0	0.57	0.59	0.02
TOTAL SNF Building Depreciation	60,512	60,512	0	13.05	13.46	0.42	60,512	60,512	0	13.05	13.46	0.42
Net Income	(100,310)	(4,980)	(95,330)	(21.63)	(1.11)	(21.21)	(100,310)	(4,980)	(95,330)	(21.63)	(1.11)	(21.21)

Date: Feb 16, 2024
 Time: 09:32:03 EST
 User: Lindsey Dood

**Grand Traverse Pavilions
 Cottage Income Statement
 1/1/2024 to 1/31/2024**

Include Adjustment Periods: NO Include Closing Periods: NO
 Included: Grand Traverse Pavilions - AL, Grand Traverse Pavilions - Outpatient, Grand Traverse Pavilions - SNF

	CURRENT PERIOD			PRIOR PERIOD			YEAR TO DATE		
	Actual \$	Budget \$	Var \$	Actual \$	Budget \$	Var \$	Actual \$	Budget \$	Var \$
Cottage Revenue									
Room Rental-Cottage-Private	176,649	278,428	(101,779)	180,075	193,131	(13,057)	176,649	278,428	(101,779)
Room Rental-Cottage-MA Waiver	36,435	0	36,435	31,160	0	31,160	36,435	0	36,435
Room Rental-Cottage-Priv Insur	22,728	0	22,728	20,618	0	20,618	22,728	0	22,728
Respite-Cottages	7,040	1,930	5,110	8,245	1,187	7,058	7,040	1,930	5,110
Scholarships Private Pay	(4,517)	15,368	(19,885)	(6,450)	16,000	(22,450)	(4,517)	15,368	(19,885)
Registration Fee - Cottages	0	167	(167)	0	580	(580)	0	167	(167)
Ancillary Rev - Cottages	541	813	(272)	415	650	(235)	541	813	(272)
Meal Plan	26,740	28,023	(1,283)	25,125	18,000	7,125	26,740	28,023	(1,283)
Personal Care Services- Privat	1,735	14,979	(13,244)	3,618	20,000	(16,382)	1,735	14,979	(13,244)
Contractual-Charity Care	(8,710)	(15,368)	6,658	(3,629)	(16,000)	12,371	(8,710)	(15,368)	6,658
Contractual Allow MA Waiver	(19,078)	0	(19,078)	(13,478)	0	(13,478)	(19,078)	0	(19,078)
Contractual Allowance PACE	(3,908)	0	(3,908)	(4,123)	0	(4,123)	(3,908)	0	(3,908)
TOTAL Cottage Revenue	235,654	324,340	(88,686)	241,576	233,548	8,028	235,654	324,340	(88,686)
Cottage Other Revenue									
Beauty Shop Income	665	777	(112)	420	900	(480)	665	777	(112)
Donation Income - Cottages	0	9,795	(9,795)	0	0	0	0	9,795	(9,795)
TOTAL Cottage Other Revenue	665	10,572	(9,907)	420	900	(480)	665	10,572	(9,907)
Total Income	236,319	334,912	(98,593)	241,996	234,448	7,548	236,319	334,912	(98,593)
Cottage Operating Expenses									
Salary & Wages - Admin - Cott	10,168	9,376	(792)	9,619	20,117	10,498	10,168	9,376	(792)
Salary & Wages - ES Cottages	4,182	9,324	5,142	4,887	4,627	(260)	4,182	9,324	5,142
Salary & Wages - Hskpg Cottage	3,646	0	(3,646)	3,791	7,679	3,888	3,646	0	(3,646)
Salary & Wages - RN Cottages	7,130	0	(7,130)	5,607	9,345	3,738	7,130	0	(7,130)
Salary & Wages - LPN Cottages	1,401	9,644	8,243	1,770	4,933	3,163	1,401	9,644	8,243
Salary & Wages - CNA Cottages	57,368	45,855	(11,513)	59,139	49,663	(9,476)	57,368	45,855	(11,513)
Salary & Wages - UW Cottages	50,335	65,114	14,778	56,728	40,863	(15,865)	50,335	65,114	14,778
Longevity - Cottages	0	0	0	7,870	3,523	(4,347)	0	0	0
Longevity - Cottages Admin	250	254	4	247	511	264	250	254	4
FICA Admin Cottages	723	703	(19)	954	1,523	568	723	703	(19)
FICA - Env Serv Cottages	339	699	360	513	353	(159)	339	699	360
FICA - Cottage Housekeeping	274	0	(274)	417	289	(128)	274	0	(274)
FICA - RN LPN CNA and UW - Co	8,256	9,046	790	10,932	8,665	(2,267)	8,256	9,046	790
Workers Comp - Cottages	677	697	19	3,568	1,363	(2,205)	677	697	19
Workers Comp - Cottage Admin	6	6	0	6	6	0	6	6	0
MERS DB - Cottages	6,096	6,196	100	4,854	8,712	3,858	6,096	6,196	100
MERS DB - Cottages Admin	2,220	2,257	36	1,794	1,434	(360)	2,220	2,257	36
MERS DC-Cottage	1,729	1,914	185	2,125	1,150	(975)	1,729	1,914	185
MERS DC:Admin Cottages	0	689	689	0	0	0	0	689	689
Health Ins - Cottages	11,987	9,252	(2,735)	14,470	14,803	333	11,987	9,252	(2,735)
Dental Ins - Cottages	875	672	(203)	983	1,000	17	875	672	(203)
Supplies - Cottages	0	0	0	0	200	200	0	0	0
Supplies Laundry - Cottages	0	0	0	206	0	(206)	0	0	0

**Grand Traverse Pavilions
 Cottage Income Statement
 1/1/2024 to 1/31/2024**

	CURRENT PERIOD			PRIOR PERIOD			YEAR TO DATE		
	Actual \$	Budget \$	Var \$	Actual \$	Budget \$	Var \$	Actual \$	Budget \$	Var \$
Cottage Operating Expenses (con't)									
Activity Supplies - Cottages	319	374	55	486	250	(236)	319	374	55
Nursing Supplies - Cottages	0	394	394	647	400	(247)	0	394	394
Contract Services-Dining	61,346	60,083	(1,263)	60,359	12,000	(48,359)	61,346	60,083	(1,263)
Contract Svcs:Security-Cottag	0	219	219	0	0	0	0	219	219
Advertising - Cottages	145	3,350	3,206	3,165	3,000	(165)	145	3,350	3,206
Referral Fees	0	625	625	0	1,500	1,500	0	625	625
Printing & Binding - Comm Rel	0	111	111	0	0	0	0	111	111
Elevator-Cottages	0	0	0	2,974	0	(2,974)	0	0	0
Telephone - Cottages	0	272	272	760	325	(435)	0	272	272
Water - Cottages	703	703	0	628	500	(128)	703	703	0
Sewer - Cottages	1,303	1,312	10	1,096	850	(245)	1,303	1,312	10
Electric - Cottages	5,341	4,492	(849)	5,221	5,000	(221)	5,341	4,492	(849)
Natrual Gas - Cottages	4,548	3,410	(1,139)	3,104	2,000	(1,104)	4,548	3,410	(1,139)
Refuse Disposal - Cottages	947	559	(389)	599	500	(99)	947	559	(389)
Television - Cottages	1,438	1,710	273	1,443	1,500	57	1,438	1,710	273
Special Functions - Cottages	92	192	100	257	300	43	92	192	100
Beauty Shop Services	536	641	105	340	750	410	536	641	105
Indirect Costs-Cottages	20,000	0	(20,000)	20,000	20,000	0	20,000	0	(20,000)
Bond Interest Expense	4,334	4,320	(14)	4,743	5,000	257	4,334	4,320	(14)
Miscellaneous Exp - Cottages	279	83	(196)	78	100	22	279	83	(196)
Depreciation - Equip Cottages	917	917	0	917	920	3	917	917	0
TOTAL Cottage Operating Expenses	269,911	255,462	(14,449)	297,295	235,655	(61,640)	269,911	255,462	(14,449)
Net Operating Income	(33,592)	79,450	(113,042)	(55,299)	(1,207)	(54,092)	(33,592)	79,450	(113,042)
Cottage Building Depreciation									
Depreciation Bldg - Cottages	19,018	19,018	0	19,018	19,100	82	19,018	19,018	0
Depreciation-Cottage Bldg Impr	4,304	4,304	0	4,304	4,350	46	4,304	4,304	0
TOTAL Cottage Building Depreciation	23,322	23,322	0	23,322	23,450	128	23,322	23,322	0
Net Income	(56,914)	56,128	(113,042)	(78,621)	(24,657)	(53,964)	(56,914)	56,128	(113,042)

Date: Feb 16, 2024
 Time: 09:31:08 EST
 User: Lindsey Dood

**Grand Traverse Pavilions
 Balance Sheet
 As Of 1/31/2024**

Include Adjustment Periods: NO Include Closing Periods: NO
 Included: Grand Traverse Pavilions - AL, Grand Traverse Pavilions - Outpatient, Grand Traverse Pavilions - SNF

	CURRENT PERIOD	PRIOR PERIOD	PREVIOUS YEAR
	Actual \$	Actual \$	Actual \$
Assets			
Current Assets			
Cash			
County Held Cash			
Cash - County	4,431,077	(5,605,998)	(5,605,998)
Cash - M.O.E.	3,313	3,312	3,312
TOTAL County Held Cash	4,434,390	(5,602,686)	(5,602,686)
Other Cash			
A/P Cash Clearing Account	6,068	7,568	7,568
Credit Card Bank	(69)	26,481	26,481
Cash - Resident Trust	27,533	27,014	27,014
Cash-Payroll	6,705	6,705	6,705
Cash - Advance Pay Funding Ac	31,083	31,090	31,090
TOTAL Other Cash	71,320	98,858	98,858
TOTAL Cash	4,505,710	(5,503,827)	(5,503,827)
Accounts Receivable	3,927,467	3,783,199	3,783,199
Allowance for Doubtful Accounts	(307,707)	(300,207)	(300,207)
Other Receivables			
Medicaid QAS Settlement Rec	483,482	467,916	467,916
A/R QMI Assessment	0	78,943	78,943
Due from PACE North	1,271,369	1,262,802	1,262,802
Retention Credit Receivable	0	6,970,430	6,970,430
Due from Foundation	13,502	13,383	13,383
Medicaid Cost Settlement Rec.	2,957,863	6,721,521	6,721,521
MA Wage Pass Through Receiv	132,520	63,947	63,947
TOTAL Other Receivables	4,858,736	15,578,943	15,578,943
Inventory	170,630	170,630	170,630
Prepaid Expenses	0	0	0
Other Current Assets			
Prepaid Expenses/Deposits	31,500	31,500	31,500
Prepaid Insurance - General	83,375	6,090	6,090
Prepaid Insurance - Work Comp.	10,067	0	0
TOTAL Other Current Assets	124,942	37,590	37,590
TOTAL Current Assets	13,279,778	13,766,327	13,766,327
Non-Current Assets			
Property & Equipment	15,738,421	15,834,361	15,834,361
Other Non Current Assets			
Deferred Outflows-Pension Plan	6,011,169	6,011,169	6,011,169
Deferred Outflows-OPEB	232,620	232,620	232,620
TOTAL Other Non Current Assets	6,243,789	6,243,789	6,243,789
TOTAL Non-Current Assets	21,982,210	22,078,150	22,078,150
TOTAL Assets	35,261,987	35,844,477	35,844,477
Liabilities & Equity			
Liabilities			

Grand Traverse Pavilions
 Balance Sheet
 As Of 1/31/2024

	CURRENT PERIOD	PRIOR PERIOD	PREVIOUS YEAR
	Actual \$	Actual \$	Actual \$
Liabilities (con't)			
Current Liabilities			
Accounts Payable	631,514	426,661	426,661
Accrued Expenses	1,826,156	1,953,663	1,953,663
Other Current Liabilities			
Current Portion of Bonds Paya	720,000	720,000	720,000
Interest Payable	117,158	185,444	185,444
Medicaid Cost Settle. Payable	880,249	870,249	870,249
QAS Settlement Payable	367,316	367,316	367,316
Provider Tax Liabilities	0	229,867	229,867
TOTAL Other Current Liabilities	2,084,724	2,372,877	2,372,877
TOTAL Current Liabilities	4,542,393	4,753,202	4,753,202
Non-Current Liabilities			
Long-Term Liabilities			
Net Pension Liabilities	5,814,318	5,814,318	5,814,318
Pension Bonds (Non-Union) Iss	4,695,000	4,695,000	4,695,000
Pension Bonds (Union) Issued	4,195,000	4,410,000	4,410,000
Bonds Payable-Series 2017 Haw	1,610,000	1,610,000	1,610,000
Def Los on Adv Refund-'17	(45,009)	(45,551)	(45,551)
TOTAL Long-Term Liabilities	16,269,309	16,483,767	16,483,767
Other Non-Current Liabilities			
Deferred Inflows-Pension Plan	140,016	140,016	140,016
Deferred Inflow-OPEB	1,015,658	1,015,658	1,015,658
TOTAL Other Non-Current Liabilities	1,155,674	1,155,674	1,155,674
TOTAL Non-Current Liabilities	17,424,983	17,639,441	17,639,441
TOTAL Liabilities	21,967,376	22,392,643	22,392,643
Equity			
Equity			
RETAINED EARNINGS - PRIOR	13,325,294	12,901,984	12,901,984
Contributed Capital	126,540	126,540	126,540
TOTAL Equity	13,451,835	13,028,524	13,028,524
Net Income (Loss)	(157,224)	423,310	423,310
TOTAL Equity	13,294,611	13,451,835	13,451,835
TOTAL Liabilities & Equity	35,261,987	35,844,477	35,844,477

Date: Feb 16, 2024
 Time: 09:30:32 EST
 User: Lindsey Dood

Grand Traverse Pavilions
Cash Flow Statement
1/1/2024 to 1/31/2024

Page # 1

Include Adjustment Periods: NO Include Closing Periods: NO
 Included: Grand Traverse Pavilions - AL, Grand Traverse Pavilions - Outpatient, Grand Traverse Pavilions - SNF

	CURRENT PERIOD	PRIOR PERIOD	YEAR TO DATE
	Actual \$	Actual \$	Actual \$
Cash from Operating Activity			
Net Income	(157,224)	119,667	(157,224)
Net Cash provided by Operating Activities			
Depreciation and Amortization	96,483	96,483	96,483
Changes in Working Capital Items			
Accounts Receivable	(73,391)	(499,695)	(73,391)
Prepaid Expenses	(87,352)	290,849	(87,352)
Due to/from	0	3,000	0
Inventory	0	(6,620)	0
Accounts Payable	204,853	113,533	204,853
Other Assets			
Medicaid Settlement Receivable	3,763,658	18,669	3,763,658
Employee Retention Credit Receivable	6,970,430	(138,197)	6,970,430
Due From Foundation	(119)	0	(119)
Medicare Settlements Receivable	0	0	0
Due From Pace North	(8,568)	235,425	(8,568)
TOTAL Other Assets	10,725,401	115,898	10,725,401
Accrued Payroll & Other Expenses	(195,794)	77,981	(195,794)
Other Liabilities			
TOTAL Other Liabilities	0	0	0
Other Accrued Liabilities			
Medicare Advanced Payment	0	38	0
Provider Taxes Payable	(229,867)	76,622	(229,867)
Medicaid Audit Reserve	10,000	10,000	10,000
QAS Payable	0	171,947	0
Net Pension Liability	0	0	0
TOTAL Other Accrued Liabilities	(219,867)	258,607	(219,867)
TOTAL Changes in Working Capital Items	10,353,850	353,555	10,353,850
TOTAL Net Cash provided by Operating Activities	10,450,333	450,038	10,450,333
Cash from Investing Activity	10,293,109	569,704	10,293,109
Fixed Asset Purchase	0	15,000	0
TOTAL Cash from Investing Activity	0	15,000	0
Cash from Financing Activities			
Long Term Debt	(215,000)	0	(215,000)
Short Term Debt/Notes Payable	0	0	0
TOTAL Cash from Financing Activities	(215,000)	0	(215,000)
Net Cash Activity	10,078,109	584,704	10,078,109
CASH BEG OF PERIOD	(5,530,841)	(6,051,599)	(5,530,841)
Cash Beginning Balances as of 12/31/2023	(5,530,841)	(6,051,599)	(5,530,841)
Net Cash Activity	10,078,109	584,704	10,078,109
Cash Ending Balance	4,547,268	(5,466,894)	4,547,268

GRAND TRAVERSE PAVILIONS
Grand Traverse Medical Care

6

PURCHASE OF EQUIPMENT AND SERVICES REQUEST FORM

Following is a request for your approval to purchase the detailed equipment or services, with supporting documentation.

A. Requesting Grand Traverse Pavilions Department: Environmental Services

B. Item: Fire Suppression Head Replacement

C. Specifications: Replace all rapid-response fire suppression heads facility wide.

D. Bids Solicited From:

1.	<u>AFP Specialties</u>	City	<u>Traverse City</u>	Date	<u>11/15/23</u>
2.	<u>Summit Fire Protection</u>	City	<u>Traverse City</u>	Date	<u>12/28/23</u>
3.	<u>Total Fire Protection</u>	City	<u>Traverse City</u>	Date	<u>12/28/23</u>
4.	<u></u>	City	<u></u>	Date	<u></u>

E. Bids Received:

1.	<u>AFP Specialties</u>	Date	<u>1/23/24</u>	\$	<u>44,000.00</u>
2.	<u>Summit Fire Protection</u>	Date	<u>1/22/24</u>	\$	<u>38,850.00</u>
3.	<u>Total Fire Protection</u>	Date	<u>1/17/24</u>	\$	<u>31,622.74</u>
4.	<u></u>	Date	<u></u>	\$	<u></u>

F. Variances in Bidder's Equipment or Services Being Offered:

G. Recommendation: Total Fire Protection

H. Justification for Recommendation: Low bid

I. Purchase Budgeted: Yes _____ No X

How Funded: _____

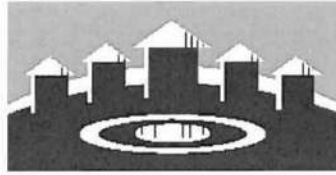
Finance Director
(Purchase up to \$1,500.00)

Date

[Signature] 2/23/24

Administrator/CEO
(Purchase up to \$5000.00)

Mary Marois, Chair Date
Grand Traverse County Department of Health & Human Services Board
(Purchase over \$5000.00)



Grand Traverse Pavilions

A COMMUNITY CARING FOR GENERATIONS

MEMORANDUM

February 20, 2023

TO: Lindsey Dood

FROM: Tim Coggins
Environmental Services Director

RE: Fire Suppression Head Replacement Request

Lindsey,

Attached please find the request to replace the quick response fire suppression heads throughout the facility. These heads are 20 years old, and according to NFPA 25, paragraph 5.3.1.1.1.3, sprinklers that have been manufactured using fast-response elements that have been in service for 20 years, shall be replaced or representative samples shall be tested and then retested at 10-year intervals.

According to NFPA 25, paragraph 5.3.1.3, where one sprinkler within a representative sample fails to meet the test requirement, all sprinklers within the area represented by that sample shall be replaced.

There are 917 sprinkler heads affected by this test sample, all located within the resident areas and Beech gym.

We received bids from three contractors. AFP Specialties bid \$44,000.00, Summit Fire Protection bid \$38,850.00, and Total Fire Protection bid \$31,622.74.

I recommend we award this job to Total Fire Protection, as they are the lowest bidder. The cost for this project is \$31,622.74

Thank you.

A handwritten signature in black ink, appearing to read 'Tim Coggins', written in a cursive style.

Tim Coggins
Environmental Services Director



From | **Total Fire Protection Inc.**
4576 U.S. 31
Traverse City MI 49685
(231) 944-6466

Quote No. | **2033978**
Type | Repair
Prepared By | Russell Abbott
Created On | 01/17/2024
Valid Until | 02/29/2024

Quote For | **Grand Traverse Pavilions**
1000 Pavillions Circle
Traverse City MI 49684
(231) 932-3000

Description of Work

Quotation to Replace 917 Sprinkler Heads

January 25th, 2024

Attn: Tim Coggins

Grand Traverse Pavilions

1000 Pavilions Circle

Traverse City, MI 49684

Phone: 231-932-3022

Tim,

We will supply and install (917) Quick Response Sprinkler heads that are due for replacement. If during the completion of work we find more heads due for replacement, deficiencies or areas that may require a lift to service, another quote will be provided to complete the remaining deficiency repairs, exclusion for drywall/painting repairs along with CPVC repairs, if applicable.

The NFPA deficiencies listed below were found during the annual inspection at your facility. These deficiencies are reflected on your annual inspection report and are required to be addressed in order to have a clean inspection report. This quote is based on all work being performed during normal business hours, Monday - Friday, 7am to 4pm and excludes performing work on holidays. If you have any questions, please do not hesitate to contact us at any time.

SCOPE OF WORK: The scope of work under this Agreement is limited to the provision of services. Total Fire Protection, Inc. is not required to move personal property, equipment, walls, and ceilings or like materials which may impede access or limit visibility. Portions of systems that are latent or concealed are excluded from the inspection.

LIMITATION OF LIABILITY: In consideration of the potential relative costs and benefits accruing to Seller for performing the Work, Buyer agrees that under no circumstances shall the liability of Seller, whether in tort or contract, arising out of or relating to this Quotation or the performance or failure to perform any action by Seller or any employee, agent, subcontractor or representative of Seller exceed the monetary Price payable by Buyer to Seller as set forth above in this Quotation. As a condition precedent to any claim or lawsuit against Seller, all outstanding invoices must have been paid in full, without compromise on amounts owed.

WAIVER OF SUBROGATION: The Seller is not an insurer against loss or damage. Sufficient insurance shall be obtained by Buyer to cover the premises (and property therein) where the Work will be performed. Buyer agrees to rely exclusively on Buyers insurance to recover for injuries, losses or damages suffered in the event of any loss, damage or injury to the premises, persons, or property therein. Buyer, for itself and all others claiming by or through it under this Quotation, releases, and discharges Seller from and against all losses, costs, expenses, and damages covered by Buyers insurance. It is expressly agreed and understood that no insurance company, insurer, or other entity/individual will have any right of subrogation against Seller.

INCIDENTAL/CONSEQUENTIAL DAMAGES: Under no circumstances shall Seller be liable to Buyer for indirect, incidental, or consequential damages of any kind, including but not limited to damages arising from or related to the use, loss of use, performance, or

failure of the covered system(s) to perform.

INDEMNITY: Buyer agrees to indemnify, hold harmless and defend Seller, to the fullest extent permitted by law, against all losses, damages, costs, including expert fees and attorneys fees, arising from, or related to any action or failure to act by Buyer or any employee, agent, representative, officer or director of Buyer. In the event Seller is forced to retain an attorney to collect monies owed to Seller by Buyer, Buyer agrees to pay Sellers reasonable attorneys fees incurred both pre-suit and in litigation related to the collection of monies owed by Buyer to Seller or to Sellers attempt to enforce any of the terms and conditions of this Quotation. This Quotation should be governed by the laws of the State where the Work is performed, without reference to any conflict of laws principles. Owner/owners representative is responsible for complete building access and disabling of alarms and security monitoring. The facility must be made accessible between the hours of 7:00 am and 3:30 pm, Monday thru Friday. After hours or weekend rates are not included in this proposal.

Respectfully,

Russell Abbott

Total Fire Protection

(231)944.6466 Phone

(616)735.2330 Fax

E-mail:rabbott@totalfire.biz

Services to be completed

[Sprinkler] Location - Building

Replacing (917) Quick Response 155 degree sprinkler heads that are over 20 years old

Parts, labor, and fees	Quantity	Unit Price	Total
Labor- Traverse City Foreman	160	\$80.00	\$12,800.00
Labor- Traverse City Apprentice	80	\$65.00	\$5,200.00
Mobile Service Fee- Local	30	\$50.00	\$1,500.00
ADJ ESCUT,1/2,THREADED,E2,PCH	917	\$2.82	\$2,585.94
VK302 K5.6 QR PD CH 155	917	\$10.40	\$9,536.80
		GRAND TOTAL	\$31,622.74

Terms and Conditions

Invoice due in Net 30 days

By my signature below, I authorize work to begin and agree to pay the Grand Total according to the terms and conditions of this agreement.

Name: _____ Date: _____

Signature: _____

Photos



FP



FP



FP



FP



Proposal and Contract

Summit Fire Protection (“Summit”) makes the following proposal (the “Proposal”):

1/22/24

Regarding: Fire Sprinkler Proposal

Project Name: Grand Traverse Pavilions 1000 Pavilions Circle Travers City 49684

The equipment to be provided by Summit as part of this Proposal, as well as design and installation services, are sometimes collectively referred to in this Proposal as the “Project”. NFPA 13, together with the project specifications, plans dated N/A and the city of Travers City, MI. requirements are the basis for acceptance of this proposal.

Site visit – YES NO

SCOPE OF WORK

- Service Fire Sprinkler System to include as follows:
- Replace 917 Quick Response Fire Sprinkler Heads that failed 20-year testing, throughout the facility.

EXCLUSIONS

- Pipe labels
- **Due to some pipe being CPVC change head may cause some damage that will need to be repaired. Summit is not responsible for any dry wall repair needed to fix sprinkler piping.**
- 3 party commissioning
- Fire Pump
- Water Storage Tank
- Underground pipe or Excavation of any kind
- Any Electrical to set up fire pump or controller.
- Plan Review Fees above and beyond the Mechanical Permit.
- P.E. approved drawings
- Seismic/Sway bracing, not in a seismic zone per NFPA 13
- Painting of exposed piping or masking of sprinklers prior to finishes
- Patching, Painting, or any repair need to due to new installation
- Alarm Wiring
- Overtime labor
- Other special application suppression systems (Clean Agent/Preaction etc.)
- Sleeves for pipe penetrations
- Site Power

- Adequate Heat for areas covered by wet systems, owner must maintain the building at or above 40 deg. F. where wet systems are installed
- Moving of any furniture or other owner items if applicable
- Housekeeping pads (concrete work)
- Access Panels or installation of GC/owner provided access panels
- FM Global Insurance requirements
- Payment and Performance Bond
- Central monitoring of sprinkler system
- Phone lines
- Any electrical installation

Base Bid: We propose to perform the work as described above for the sum of Price: \$38,850.00

Completion of the Project: Summit offers to provide to the Owner equipment, supplies and materials, as well as the labor to complete the Project, as described in the Specifications. This Proposal shall be null and void, at Summit's option, if Summit does not receive a signed acceptance of this Proposal within 30 days from the date of this proposal. Summit reserves the right to adjust all prices based on the cost of materials at the time this Proposal is accepted by Owner, due to the volatility in the steel market. In order to guarantee pricing, Owner may be required to pay for materials at the time of acceptance of this Proposal.

General Conditions: The General Conditions attached to this Proposal are a part of this Proposal. Upon acceptance of this Proposal by Owner, the General Conditions will be a part of the contract between Summit and Owner.

Parties: Summit Companies is a d/b/a of Summit Fire Protection, a Minnesota corporation.

SUMMIT COMPANIES:

By: Matt Hill

Signature

Matt Hill

Print Name

Fire Sprinkler Estimator, Central Michigan
Summit Fire Protection

OWNER ACCEPTANCE OF PROPOSAL

Summit's Proposal is hereby accepted and agreed to by Owner. Owner acknowledges that Owner received and read the Proposal and the Attached General Conditions. Upon acceptance by Owner, this Proposal, along with the attached General Conditions, will be a binding contract between Summit and Owner.

OWNER:

By: _____

Signature

Print Name

Date

SUMMIT FIRE PROTECTION PROPOSAL AND CONTRACT GENERAL CONDITIONS

These General Conditions are attached to and made a part of the Summit Proposal and Contract to which they are attached (collectively, the "Contract") as if fully set forth on the front page of the Contract. As used in these General Conditions, "Summit," "Owner," "Project," and "Contract Price" shall have the same meanings as those terms have in the Contract.

1. **Payment.** Owner agrees to pay the Contract Price for the Project as and when required in the Contract. If Owner fails to pay the Contract Price, or any installment thereof, within ten (10) days after the date the same is due and payable, Owner shall automatically be assessed and shall pay a late charge equivalent to three percent (3%) of the amount of such late payment, together with interest on such late payment at the lower of the maximum rate allowed by applicable law or the rate of eighteen percent (18%) per annum.
2. **Changes.** Except for substitutions, as described below in this paragraph, any alteration or modification to the Project must be documented and approved by Summit and Owner by a written change order signed by Summit and Owner. Summit reserves the right to require Owner to pay for all change order items (labor, equipment and any other materials) at the time of signing the change order. In the event of discontinuations, changes or the unavailability of specific equipment or materials described in the Specifications, Summit will have the right to substitute equipment and materials with substantially similar quality and features; provided, however, that if the replacement items are more expensive, then Summit shall notify Owner and Owner may elect whether to pay the additional expense (as an increase to the Contract Price) or to modify the Proposal to include less expensive items, if available, that would not increase the Contract Price.
3. **Limited Warranty.** All materials and labor supplied by Summit will be warranted for one (1) year from the date of completion of the Project. Upon request, Summit will supply a signed warranty letter to Owner, which states the completion date of the Project and the warranty termination date. Certain equipment may include manufacturer's warranties. Summit provides no additional warranty on such equipment. Owner shall have the right to seek enforcement of any such manufacturer's warranty. Summit shall have no obligation to seek enforcement of any such manufacturer's warranty against the manufacturer. Any labor or other services requested by Owner of Summit in connection with Summit's warranty after the one (1) year warranty termination date shall be paid by Owner to Summit based on Summit's standard fees and charges at the time. No other express or implied warranties are made by Summit. Summit's warranty shall not apply with respect to misuse, abuse or any use that is not in conformity with all applicable specifications and instructions. Except as specifically set forth in this Contract, Summit, and/or its agents and representatives makes no warranty or representation, express or implied, with respect to use, construction standards, workmanship, materials, merchantability or fitness for a particular purpose.
4. **Unavoidable Delays.** To the extent any time period for performance by Summit applies, Summit shall not be responsible for any delays due to federal, state or municipal actions or regulations, strikes or other labor shortages, equipment or other materials delays or shortages, acts or omissions of Owner, or any other events or causes beyond the control of Summit.
5. **Access.** Owner shall allow Summit to have reasonable access to the job site to allow the completion of the Project on the dates and at the times requested by Summit personnel.
6. **Risk of Loss.** Risk of loss shall pass to Owner at the time the equipment and other materials that are part of the Project are delivered to the job site. This means that, for example, in the event of damage or destruction due to casualty, or in the event of theft, Owner shall be responsible for payment for such equipment and materials even if the Project has not been completed. Title to the equipment and other materials shall be held by Summit until payment in full of the Contract Price, at which time title shall pass to Owner. Summit shall have the right to remove the equipment and other materials that are a part of the Project if payment of the full Contract Price is not made by Owner immediately upon completion of the Project. That right shall be in addition to, and not in limitation of, Summit other rights and remedies.
7. **MECHANIC LIEN NOTICE. YOU ARE ENTITLED UNDER MINNESOTA LAW TO THE FOLLOWING NOTICE:**
 - (a) **ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THEIR CONTRIBUTIONS.**
 - (b) **UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE."**
8. **Limitation of Liability and Remedies.** The Project is not an insurance policy or a substitute for an insurance policy. In the event of any breach, default or negligence by Summit under this Contract, Owner agrees that the maximum liability of Summit shall not exceed an amount equal to the Contract Price. Owner expressly waives any right to make any claim in excess of that amount. Further, Owner waives any right to any claims for punitive, exemplary or consequential damages. Owner shall provide Summit with reasonable notice of any claim and a reasonable opportunity to cure the alleged breach or default. Owner shall indemnify, defend and hold Summit harmless from and against claims, actions, costs and expenses, including reasonable legal fees and costs, arising out of any injury, death or damage occurring on or about the job site unless caused by the gross negligence or willful misconduct of Summit.
9. **Owner's Failure to Pay.** If Owner fails to pay any amount due to Summit as and when required, Summit shall have the right, but not the obligation, to immediately stop work on the Project and Summit may pursue any and all available remedies, including the right to place a lien against the Project site. In addition, Owner shall be obligated to reimburse Summit for reasonable legal fees and costs incurred by Summit in the enforcement of this Contract.
10. **Binding Arbitration Agreement.** Except as otherwise set forth in Section 10 above, in the event of any dispute between Owner and Summit, whether during the performance of the work and services contemplated under this Contract or after, Owner and Summit agree to negotiate in good faith towards the resolution of the dispute. If Owner and Summit are unable to resolve the dispute within twenty (20) days after the date the dispute arises, then Owner and Summit agree to resolve the dispute through binding arbitration. All disputes arising out of or relating to this

Contract including, without limitation, claims relating to the formation, performance or interpretation of this Contract, and claims of negligence, breach of contract and breach of warranty, which are not resolved either through direct negotiation as provided above, shall be resolved by binding arbitration under the Construction Industry Arbitration Rules of the American Arbitration Association then in effect. This arbitration agreement will be governed by the Federal Arbitration Act and the Minnesota Uniform Arbitration Act. Arbitration will be commenced by written demand for arbitration filed with the American Arbitration Association and the notice of filing, together with a copy of the written demand for arbitration, be provided to the other party in accordance with the notice provisions of this Contract. However, no arbitration or legal action will be commenced following expiration of the application statute of limitations or repose. Judgment on the arbitration award will be confirmed in any court with jurisdiction. Owner and Summit agree that any subcontractor, material supplier, or sub-subcontractor may be made a party to the arbitration proceeding. Venue for the arbitration will be Ramsey County, Minnesota. Summit expressly reserves all mechanics lien rights under Chapter 514 of the Minnesota Statutes and may take such other legal action as is needed to perfect such rights. The provisions contained in this paragraph will survive the completion of construction and termination of this Contract.

11. Miscellaneous. The headings used herein are for convenience only and are not to be used in interpreting this Contract. This Contract shall be construed, enforced and interpreted under the laws of the State of Minnesota. This Contract may not be modified, amended or changed orally, but only by an agreement in writing signed by the parties hereto. Neither party shall be deemed to have waived any rights under this Contract unless such waiver is given in writing and signed by such party. If any provision of this Contract is invalid or unenforceable, such provision shall be deemed to be modified to be within the limits of enforceability or validity, if feasible; however, if the offending provision cannot be so modified, it shall be stricken and all other provisions of this Contract in all other respects shall remain valid and enforceable. This Contract is not assignable by Owner. This Contract is the entire agreement between the parties regarding the subject matter of this Contract; any prior or simultaneous oral or written agreement regarding the subject matter hereof is superseded by this Contract.

AFP Specialties, Inc

Office Phone: (231) 267- 5947

Address: P.O. Box 146 Rapid City, MI 49676

Prepared for: Tim Coggins Date: 1/23/2024

Prepared by: Tony carson Date: 1/23/2024

Grand traverse pavilions

Thank you for the opportunity to provide you with this proposal. We hereby propose to furnish the material and to provide the labor necessary for the servicing/repair of the Fire Sprinkler system at the above-mentioned location. All work shall be performed in accordance with NFPA Standards. All material shall be UL listed or FM Approved.

Description of work to be done:

Change 917 out of date quick response sprinkler heads.

Proposal total not to exceed (Labor & Material) \$ 44,000.00

We hope you find this proposal satisfactory. Please call or email for any questions or concerns.

Sincerely, AFP Specialties.

**GRAND TRAVERSE COUNTY
DEPARTMENT OF HEALTH AND HUMAN SERVICES BOARD**

**REGULAR MEETING
March 1, 2024**

**Open to the public
9:00 AM Governmental Center – Committee Room
400 Boardman Ave, Traverse City, MI 49684**

Persons with disabilities which the foregoing opportunities for participation will not address should contact Darcey Gratton at (231) 932-3010 or dgratton@gtpavilions.org with questions or concerns.

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. FIRST PUBLIC COMMENT

Any person shall be permitted to address a meeting of the Grand Traverse County Department of Health and Human Services Board which is required to be open to the public under the provisions of the Michigan Open Meetings Act, as amended. (MCLA 15.261, et.seq.) Public comment shall be carried out in accordance with the following Board Rules and Procedures:

1. Any person wishing to address the Board shall state his or her name and address.
2. Persons may address the Board on matters which are relevant to Grand Traverse Pavilions issues.
3. No person shall be allowed to speak more than once on the same matter, excluding time needed to answer Board Members questions. The Chairperson shall control the amount of time each person shall be allowed to speak, which shall not exceed three (3) minutes.
 - a) Chairperson may, at his or her discretion, extend the amount of time any person is allowed to speak.
 - b) Whenever a group wishes to address the Board, the Chairperson may require that the group designate a spokesperson; the Chairperson shall control the amount of time the spokesperson shall be allowed to speak, which shall not exceed fifteen (15) minutes.

The Board shall not comment or respond to a person who is addressing the Board. Silence or non-response from the Board should not be interpreted as disinterest or disagreement by the Board.

Please be respectful and refrain from personal or political attacks.

4. COUNTY LIAISON REPORT

5. APPROVAL OF AGENDA

6. CONSENT CALENDAR

The purpose of the consent calendar is to expedite business by grouping items to be dealt with by one Board motion without discussion. Any member of the Board, or staff may ask that any item on the consent calendar be removed and placed elsewhere on the agenda for discussion. Such requests will be automatically respected.

If any item is not removed from the consent calendar, the item on the agenda is approved by a single Board action adopting the consent calendar.

	<u>HANDOUT#</u>
A. Review and File	
(1) Minutes of the 1/25/24 Board Meeting	1
(2) Resident Council Minutes	2

7. ITEMS REMOVED FROM CONSENT CALENDAR

8. CHAIRMAN REPORT Verbal

9. SERVICE EXCELLANCE AWARDS 3

10. GRAND TRAVERSE MEDICAL CARE

A. General Information	
(1) Foundation Board Update – Haider Kazim	Verbal
(2) PACE North Board Update	Verbal
B. Chief Executive Officer Board Report – Gerard Bodalski	4
C. Business	
(1) Financials	5
(2) Strategic Planning	Verbal
(3) Request to Purchase – Fire Suppression Head Replacement	6
(4) Approval of Retroactive Pay	Verbal
D. General Discussion	
(1) Schedule Study Session – Policies & Board Rules	Verbal
(2) Correspondence	Verbal
(3) Change of Meeting Date	Verbal

G.T.P. Announcements

- (1) Next Board Meeting March 28, 2024

11. SECOND PUBLIC COMMENT

Refer to Rules under First Public Comment above.

12. CLOSED SESSION

- (1)

13. ADJOURNMENT

**GRAND TRAVERSE COUNTY
DEPARTMENT OF HEALTH AND HUMAN SERVICES BOARD**
1000 Pavilions Circle, Traverse City, MI 49684

MINUTES OF THE JANUARY 25, 2024 MEETING

PRESENT: Cecil McNally, Mary Marois Board
Gerard Bodalski, David Hautamaki, Lindsey Dood, Staff
Diane Mallory, Darcey Gratton Commission
TJ Andrews

ABESENT: Haider Kazim Board

GUESTS:

The regular meeting of the Grand Traverse County Department of Health and Human Services Board was called to order at 9:07am by Board Chair Mary Marois at the Garfield Township Hall.

Introduction of CEO/Administrator – Marois welcomed Gerard Bodalski as the new CEO/Administrator. Bodalski gave an overview of his prior experience.

First Public Comment – None

County Liaison Report – Andrews shared discussions of the most recent County Board of Commissioner (BOC) meetings.

Approval of Agenda – Chair Marois asked if there were additions, changes or corrections to the agenda. Motion was made by McNally to approve the agenda as presented, seconded by Marois. Motion carried.

The purpose of the **Consent Calendar** is to expedite business by grouping items to be dealt with by one Board motion without discussion. Any member of the Board or staff may ask that any item on the **Consent Calendar** be removed and placed elsewhere on the agenda for discussion. Such requests will be automatically respected.

REVIEW AND FILE

- (1) Minutes of the 12/28/23 Board Meeting
- (2) Closed Minutes of the 12/28/23 Board Meeting
- (3) Resident Council Minutes
- (4) Food Committee Minutes

Marois requested to pull (4) Food Committee Minutes. Motion was made by McNally to approve the Consent Calendar with the removal of (4) Food Committee Minutes. Motion seconded by Marois. Motion carried.

Items Removed From Consent Calendar – Marois pulled (4) Food Committee Minutes for Hautimaki to give an update on the goals of the Food Committee. Hautimaki shared food concerns were previously addressed in Resident Council minutes but now food committee has recently been created to specifically address dietary concerns and choices for all residents.

Chairman Report – Marois explained that quite a few agenda items will be kept on the agendas going forward to remind the board of business they will continue to discuss.

Service Excellence Awards – Marois requested to move this agenda item to the beginning of the meeting to give more time and recognition for the Service Excellence Awards instead of being rushed at the end of the meeting. Marie shared December Service Excellence Awards.

Fourth Quarter Overtime Report – Hautimaki reviewed the report with no questions by the board.

QAPI Quarterly Update – Hautimaki gave an update on the Quality Assurance/Performance Improvement (QAPI) quarterly meeting.

Foundation Board Update – None

Fourth Quarter Foundation Financials – Dood provided the fourth quarter Foundation Financials and answered board members questions. Andrews inquired if there was an update on a new Fund Developer. Marois stated the Foundation Board has not met this year yet but will have Kazim give an update on the Foundation at the next DHHS Board meeting.

Prepare for Annual Report To Grand Traverse County – Marois reviewed the requirement to make an annual report to Grand Traverse County as well as provide an update on financial status per the request of the County Commissioners. Marois requested to keep this topic in mind along with other items that can be discussed in a strategic planning meeting. Both Andrews and County Chair, Rob Hentchel recognized the fact that the Pavilions is in a transition period with a new CEO/Administrator and understands a delay with a 2023 report. Marois stated she will work with Bodalski and County Administrator Nate Alger on arranging a day to be on the Board of Commissioners agenda or an extended public comment to provide an update at one of their meetings.

Chief Executive Officer Report – Hautamaki reviewed the monthly report for December and answered board members' questions.

Financial Report – Dood presented the financial operations and social accountability reports for December 2023 and answered board member's questions. Dood provided and reviewed updated reports. Hautimaki gave an update on the Cottages. Motion made by McNally to accept the financial operations report as presented. Motion seconded by Marois. Motion carried.

PACE North Board Update – Marois stated an agreement has been made between PACE North and the Grand Traverse Pavilions through a mediation process. An agreement is contingent on the Grand Traverse County being able to reach an agreement with PACE North on the county owned building PACE North currently is occupying.

Marois stated PACE North Board reappointments are up at the end of January and the DHHS Board is responsible for approving all of their reappointments. Marois stated that because an agreement has not been finalized, she recommended to re-appoint all of the PACE North Board members for another year through January 2025. McNally added a caveat and requested for PACE North to update their bylaws for good governance to have a rotation for three year terms and nine year limits instead of all Board members being re-appointed at the same time.

Motion made by Marois to re-appoint all of the current PACE North Board members to a term beginning February 1, 2024 through January 31, 2025. Motion seconded by McNally. Motion carried.

Motion made by McNally to request for the PACE Board to adopt term limits, stagger board terms and to amend PACE North bylaws to show these revisions. Motion seconded by Marois. Motion carried.

Request to Purchase – Fire Suppression Head Replacement – Marois removed this agenda item as requested by staff and to be revisited at a later time.

Authorized Representative – Marois reviewed the proposed resolution to change the authority to sign for Grand Traverse Pavilions for daily operations. Motion was made by Marois to accept Resolution 2024-1 as presented authorizing Gerard Bodalski as the authorized power with full authority to sign paperwork on behalf of the Board for daily operations of the Grand Traverse Pavilions. Motion seconded by McNally. Motion carried.

LeaderStat Invoice – Marois reviewed an invoice from LeaderStat for a permanent search of a CEO/Administrator totaling \$38,000 as expected in the contract. Marois received prior approval by the board but wanted to shared the invoice before payment. Motion made by McNally to support the payment of \$38,000 to LeaderStat for their services on the CEO/Administrator search. Motion seconded by Marois. Motion carried.

Revisit Strategic Plan – Marois explained this topic will continue to be on the agenda for the Board to go back to the original plan shared in 2022. Marois requested for both Kazim and Bodalski to receive the original strategic plan to be able to review and for Bodalski to make recommendations to the Board to move forward. Dood stated he would review the document with Bodalski. McNally requested to closely look at the condition of the Cottages the potential need for updates to be competitive in the area.

Policies – Marois requested for Gratton to pull together all policies that are approved by the Board and to be kept in chronological order to allow policies to be reviewed and renewed in a timely matter and will help new Board members familiarize with Board responsibilities. Marois stated no discussion was needed at this time but will be an ongoing agenda item until this is completed.

Board Rules – Marois stated no discussion was needed at this time but will also be an ongoing agenda item until they are completed. Marois stated the Board does plan to have a study session on establishing new board rules and that the draft was provided in the packet to begin the process of creating one.

Correspondence – Marois shared that at the last board meeting, Kazim requested to acknowledge a letter written by staff and believed for it to be part of the packet as public comment. Marois tabled this discussion for the next meeting to include Kazim who was absent for this meeting.

Change of Board Meeting Dates for February and April – The Board discussed moving the February 29th meeting to Friday, March 1st at 9:00am and the April 25th meeting to Monday, April 29th at 9:00am due to a scheduling conflict. Location to be determined. Motion made by McNally to move the February meeting to March 1st and the April meeting to the 29th. Motion seconded by Marois. Motion carried.

Attending/Consulting Privileges - The Board reviewed the requests to have consulting privileges for Charles Markle, DPM, Larence Rubin, DPM and Ann Marie Buchner, AUD as recommended by Medical Director Dr. April Kurkowski, D.O. Motion was made by McNally to approve Charles Markle, DPM, Larence Rubin, DPM and Ann Marie Buchner, AUD for consulting privileges as presented, seconded by Marois and carried unanimously.

Grand Traverse Pavilions Announcements

(1) Next Board Meeting March 1, 2024

Second Public Comment

Linda Pepper

Meeting adjourned at 10:58 am

Signatures:

Mary Marois – Chair
Grand Traverse County Department of Health and Human Services Board

Date: _____ Approved
 _____ Corrected and Approved

PAVILIONS RESIDENT COUNCIL MEETING
January 18, 2024

The January 2024 meeting of the Grand Traverse Pavilions Resident Council was called to order at 11:04am in the Multi-Purpose Room by Kari Belanger, CTRS.

All residents were welcomed.

The residents waived their right to a closed meeting.

The Lord's Prayer and the Pledge of Allegiance were recited.

Members present were introduced:

Birch Pavilion: 6 residents attended. Residents are marked X throughout the minutes.

Cherry Pavilion: 6 residents attended. Residents are marked X throughout the minutes.

Dogwood Pavilion: 4 residents attended. Residents are marked X throughout the minutes.

Staff members were introduced:

Kari Belanger, CTRS, Life Enrichment

Linda Burton, CTRS, Life Enrichment

Chrissy Wagatha, RN, ADON – Rehab Pavilion

Naomi Rode, RN, ADON – Dogwood & Elm Pavilion

Cindi Pobuda, LBSW – Dogwood & Elm Pavilion Social Work

Christian Anderson, General Manager – Forefront Dining Services

Melissa Morey, RD – Registered Dietician, Forefront Dining Services

Lisa Telling, Dietary Administrative Assistant – Forefront Dining Services

Tim Coggins, Environmental Services Director

Cati Kujawski, Environmental Services Manager

Old Business:

There was not any old business from the December Resident Council meetings that needed to be brought up for discussion or to follow up on.

New Business:

Kari asked those present at the meeting the following questions regarding the format of how they would like the meetings in 2024 to be held as we are now having one large meeting each for residents of all pavilions instead of a meeting on each pavilion each month.

*Would everyone like to say the Pledge of Allegiance before each meeting? All residents present said yes.

*Would everyone like to say the Lord's Prayer before each meeting? All residents present said yes.

*Would residents like to have a private Resident Council Meeting of just residents? All residents present said no.

*Who would residents like to have present at the Resident Council Meetings? All

residents present said residents and staff, including Dietary and Environmental Services when they are able.

*Who would residents like to take notes and type the notes up following the meeting?
All residents present said to have staff take notes and type them up.

Kari made the following announcements:

Introduction of Chrissy Wagatha as she will be assuming the Cherry ADON/nurse manager position in a few weeks as Marta Pratt (current Cherry ADON) transitions into a Staff Development position at the Pavilions.

Gerard Bodalski will be our new Administrator/CEO of the Grand Traverse Pavilions and will be starting his new role in the next few weeks. Residents present at the meeting said they would like to meet with Gerard and have him come to a future resident council meeting.

*** Kari will share this request with Darcey Gratton, Administrative Assistant, to discuss with Gerard when he officially begins working here.*

Popcorn Fridays – various locations throughout the building (Birch-Dogwood) – starting Friday January 19 at 3:00pm in the Multi-Purpose Room.

Mocktails – starting Tuesday January 24, 2024, at 3:30pm in the Aspen Main Dining Room. Please come down to have a mocktail and visit with friends before the dinner hour. Melissa and Christian from Forefront Dining Services will be helping out with this new and fun activity.

Outings for February 2024:

Thursday February 8 – Lunch at Flap Jack Shack (*suggested by X*)

Board bus at 11:00am, return pick-up to come home at 1:30pm

Thursday February 15 – Lunch & Gambling at Leelanau Sands Casino (*suggested by X & X*)

Board bus at 10:30am, return pick-up to come home at 3:00pm

Residents present at the meeting signed up for the outing of their choosing as well as an alternate outing if they desired.

February Special Events:

Friday February 2 – Catholic Mass with Father Joe – 11:00am – Multi-Purpose Room

Friday February 2 – Popcorn Friday & Now Showing: *Groundhog Day* (movie) – 2:30pm – Multi-Purpose Room

Friday February 9 – Lunch Order-In: Pizza Lunch – 12:00pm-1:30pm – Multi-Purpose Room

Residents present at the meeting signed up for this activity if they desired.

Monday February 12 – Decorate Valentines Cookies – 11:00am – Cherry Activity Room

Tuesday February 13 – Paczki & Mocktails Party – 3:00pm – Aspen Main Dining Room

Wednesday February 14 – Prayer & Message with Pastor Kent – 11:00am – Multi-Purpose Room

Wednesday February 14 – Valentines Day Social – 3:00pm – Multi-Purpose Room

Thursday February 22 – National Chili Day: Chili Cook-Off (Residents and Staff to participate and make various chili's)

Resident Group Interview Questions:

Kari discussed with the attending residents that there are 12 resident rights that can be reviewed during the group interview with the State Surveyors during our annual survey, and today we will be reviewing Rules.

Rules:

- What are some of the rules of this facility? For instance, rules about what time residents go to bed at night or when to get up in the morning?
 - X: The 10:00pm quiet hour is working out beautifully, it's a success.
 - X: We don't allow people to smoke in the building or around it outside.
- Are there any rules you would like to discuss?
 - Nothing was mentioned or brought forward for discussion by residents present.
- Do you have input into the rules of this facility?
 - X: Yes.
 - X: Yes. However, I would like to see or have rooms with kitchenettes available to us, so that we can warm things up in a microwave.
 - Tim Coggins told everyone present that microwaves are not allowed in resident rooms due to the state fire code. X said, "Thank you." No further discussion.*
- Does the facility listen to your suggestions?
 - Residents present at the meeting nodded their heads up and down and said "yes." No further comments or discussion.

1. Discussion regarding food temperature and receiving HS snacks.

The floor was opened for residents to make comments, suggestions, concerns, and or ask questions:

**Kari thanked all residents present at the Resident Council Meeting and commented that many residents present today attended the Let's Talk Food meeting that was held on January 9, 2024; and that many if not all of their comments from the December 2023 Resident Council Meetings were brought up for continued discussion at the food talk meeting held last week.

**Kari reminded everyone present that the next Let's Talk Food meeting will be held on Tuesday March 12, 2024, at 3:00pm and encouraged everyone to attend.

- X: The chef salads need more sliced hard-boiled eggs in them and no red onion slices. I would like to see and have ring bologna, more cheesecake for desserts and more choices for soups. The cooks are overcooking the baked beans.
 - X agreed with X about the baked beans and also said that the beans do not have any flavor to them.
- X: The soups are terrible. The chicken noodle soup didn't have any noodles in it.
 - The staff are still ordering for me and not asking me what I would like to have.

Kari told X that she would let Marta know of this and ask Marta to meet with X privately to discuss further.

X: When is the new turkey lunchmeat going to be used?

Christian told all present that the remainder of the sliced turkey product was to be used up by this evening with the Hot Turkey & Swiss sandwiches, and the new product will be introduced very soon. X asked to be reminded of when the new lunchmeat would be on the menu so that she could have it.

X: There needs to be more helpers in the dining rooms at mealtimes. I have trouble cutting up my food and the staff do help me, but there is not enough staff in the dining room to help everyone all the time.

- X said that she agreed with X.

X: There needs to be more Jell-O for dessert.

X: We need to have tuna salad and chicken salad more often. There needs to be more hard-boiled eggs in the potato salad. Could we have some good chicken wings sometime? I would love some chicken wings.

X: We are served too many green beans and peas; we need to have other vegetables.

X: I would like to have more fish.

- X agreed and said that she would like to have cod. X agreed and said that there needs to be a different kind of fish, not pollack.

2. Discussion regarding the cleanliness of the facility and laundry being returned promptly.

The floor was opened for residents to make comments, suggestions, concerns, and or ask questions:

X: They are all good.

X: The housekeeping staff are excellent.

3. Discussion regarding room temperature.

The floor was opened for residents to make comments, suggestions, concerns, and or ask questions:

X: My room is good.

X: It is fine.

X: My room is good too.

X: My room is cold sometimes.

X: The windowsill in my room, when I touch it, it is ice cold; and there is a huge icicle hanging outside my window too.

Tim offered to X to have the Maintenance team install plastic film over X's window to help with the cold. X said, "yes, thank you."

- X told everyone that she found that having a blanket rolled up and placed on the windowsill helps with the cold air or feeling of cold in the room.

4. Discussion regarding nursing care.

The floor was opened for residents to make comments, suggestions, concerns, and or ask questions:

X: The nurses and staff are A-one! They are great!

X: The staff are very kind and courteous.

X: They are all great, but we could use some more nurse aides to help us out.

Sometimes it feels like there are not enough of them to help us when we need help.

- X said, "I agree."

5. Discussion regarding call lights being answered in a timely manner.

The floor was opened for residents to make comments, suggestions, concerns, and or ask questions:

X: I would say pretty much, but it also depends on who is on and taking care of me.

X: I have a wrist button and I push it, but I don't know if it is working or not.

Kari offered to help X check to see if her wrist call button was working or not after the meeting. X thanked Kari for this; following the meeting, X pushed the wrist call button while going down the hallway and the light outside X's room did turn on and X said, "I see that it is on."

X: No one ever looks down the hallway to my room when they come out of the office. I have talked about it at every meeting and still, no one looks my way to see if I need help.

6. Discussion regarding receiving showers as needed/as requested.

The floor was opened for residents to make comments, suggestions, concerns, and or ask questions:

All residents present at the meeting said, "Yes."

7. Discussion regarding the nighttime noise level on their home Pavilion.

The floor was opened for residents to make comments, suggestions, concerns, and or ask questions:

All residents present at the meeting said, "Yes."

X: Birch is perfect. The 10:00pm quiet rule is working out beautifully.

The floor was opened for additional comments:

X: Please schedule another Dollar Tree shopping trip but not on Monday & Wednesdays because of the medicine I take, and also not on Tuesday because of bingo.

The next Pavilions Resident Council meeting will be held on Thursday February 15, 2024, at 11:00am in the Multi-Purpose Room. Kari asked for a volunteer to read over and sign the January 2024 minutes, and no one said they would do this. X said, "All of us here heard what was discussed. We don't need to sign them." The Pavilions Resident Council Meeting was adjourned at 12:14pm by X, seconded by X.

Respectfully Submitted,

Kari Belanger, CTRS
Recreational Therapist

Cindi Pobuda, LBSW
Dogwood & Elm Pavilion Social Work

ELM RESIDENT COUNCIL MEETING
January 25, 2024

The Elm January 2024 meeting of the Grand Traverse Pavilions Resident Council was called to order at 10:30am in the Elm Activity Room by Linda Burton.

Members present were:

9 residents attended. Residents marked X throughout the minutes.

Staff members were introduced:

Linda Burton, CTRS, Life Enrichment
Cindi Pobuda, LBSW – Elm Pavilion Social Work

New Business:

Linda made the following announcements:

Popcorn Fridays – various locations throughout the building (Birch-Dogwood) – starting Friday January 19 at 3:00pm in the Multi-Purpose Room.

Mocktails – starting Tuesday January 24, 2024, at 3:30pm in the Aspen Main Dining Room. Please come down to have a mocktail and visit with friends before the dinner hour. Melissa and Christian from Forefront Dining Services will be helping out with this new and fun activity.

Outings for February 2024:

Thursday February 8 – Lunch at Flap Jack Shack (*suggested by X*)

Board bus at 11:00am, return pick-up to come home at 1:30pm

Thursday February 15 – Lunch & Gambling at Leelanau Sands Casino (*suggested by X & X*)

Board bus at 10:30am, return pick-up to come home at 3:00pm

Residents present at the meeting signed up for the outing of their choosing as well as an alternate outing if they desired.

February Special Events:

Friday February 2 – Catholic Mass with Father Joe – 11:00am – Multi-Purpose Room

Friday February 2 – Popcorn Friday & Now Showing: *Groundhog Day* (movie) – 2:30pm – Multi-Purpose Room

Friday February 9 – Lunch Order-In: Pizza Lunch – 12:00pm-1:30pm – Multi-Purpose Room

Residents present at the meeting signed up for this activity if they desired.

Monday February 12 – Decorate Valentines Cookies – 11:00am – Cherry Activity Room

Tuesday February 13 – Paczki & Mocktails Party – 3:00pm – Aspen Main Dining Room

Wednesday February 14 – Prayer & Message with Pastor Kent – 11:00am – Multi-Purpose Room

Wednesday February 14 – Valentines Day Social – 3:00pm – Multi-Purpose Room

Thursday February 22 – National Chili Day: Chili Cook-Off (Residents and Staff to

participate and make various chili's)

Residents were asked for ideas for future activities: None suggested.

Resident Group Interview Questions:

1. Asked the residents, "If you need help, do the staff come to help you?" Residents nodded. X said, "That's good."
2. Asked the residents if they were being offered an evening snack. X said, "Yes." X said, "Pretty good, not every day."
3. Asked the residents if the staff treat them with respect. X said, "Yes." X said, "Good."
4. Asked the residents if the food is good here. X said, "I liked it". X said, "Yeah it is."
5. Asked the residents if their rooms are clean. X and X said, "Yes."
6. Asked the residents if their clothes came back from the laundry clean. X, X, and X said, "Yes."
7. Asked the residents if the temperature in their rooms was comfortable. All said, "Yes."
8. Asked the residents if they had enough to do. X said, "Yes."
9. Asked the residents if there is anything we could do to make things better. There were no suggestions.

The floor was opened for additional comments:

No other concerns or complaints were noted. The meeting adjourned at 10:50am.

Respectfully Submitted,

Linda Burton , CTRS
Recreational Therapist

Cindi Pobuda, LBSW
Elm Pavilion Social Work

GRAND TRAVERSE PAVILIONS
Service Excellence Award Program
January 2024

Date:	01/01/2024
Employee:	Kim Rosso
Awarded for:	Recognized by a rehab client "I was very impressed by the helpfulness and professionalism I received from these therapists. I also appreciated their sense of humor! Perfect 5!". Thank you Kim!
Position:	Physical Therapist
Nominated by:	Amy Coneset

Date:	01/01/2024
Employee:	Valerie Trejo
Awarded for:	Hard-working, compassionate, always willing to pick up and assist when needed. Thank you for being responsive to cottage needs and offering your time as often as you do, we appreciate you!
Position:	Nurse Aide
Nominated by:	Shelby Mack

Date:	01/08/2024
Employee:	Renee Doswell
Awarded for:	Renee donates her time and talent to beautify the bulletin boards in the wellness center. She always picks fun themes that brighten the days of staff and clients. She truly loves the people we serve. Thank you Renee for your positive spirit and all that you do for GTP!
Position:	Aquatics Trainer
Nominated by:	Amy Coneset

Date:	01/08/2024
Employee:	Amanda Prance
Awarded for:	Thank you for covering admissions on Friday.
Position:	Scheduling Coordinator
Nominated by:	Kristen Packard

Date:	01/15/2024
Employee:	Sam Baker
Awarded for:	She did all day shift showers for January 13th, and got up a lot of people in anticipation of call in's due to the snow storm. Thanks for thinking ahead. Great team work.
Position:	CNA
Nominated by:	Donita Stokes

Date: 01/15/2024
Employee: Mackenzie Beeman
Awarded for: Amazing job working with a resident and completing his walking program. She went above and beyond teaching him additional movements using his walker.
Position: CNA
Nominated by: Kim Rosso

Date: 01/22/2024
Employee: Carrie Delk
Awarded for: Thank you for all the late nights. I see you sending emails late and appreciate that you try to tie up loose ends. You do a great job in role and are a really valuable resource to both GTP and MMC.
Position: Admissions Coordinator
Nominated by: Kristen Packard

Date: 01/22/2024
Employee: Jeff Valentine
Awarded for: Thank you for being so kind to all the residents. You speak so clearly and calmly. Your residents really appreciate you.
Position: CNA
Nominated by: Kristen Packard

Date: 01/29/2024
Employee: Kristi Clark
Awarded for: Thank you, Kristi, for working extra hours this week - both during your lunch period and coming in on a day off to ensure our patients are able to receive the physical therapy services that they need.
Position: Physical Therapist Assistant
Nominated by: Chris Hinze


Date: 01/29/2024
Employee: Sarah Pleva
Awarded for: Thank you for the work you do with families and the way you communicate. You are very articulate and informative. I appreciate you and enjoy working with you.
Position: Social Worker
Nominated by: Kristen Packard



Grand Traverse Pavilions

A COMMUNITY CARING FOR GENERATIONS

TO: Grand Traverse County Department of Health and Human Services Board

FROM: Gerard Bodalski 
CEO/Administrator

RE: January CEO/Administrator Report

Census

For the Skilled Nursing Facility, the average daily census as of February 26, 2024 is 157. Past census trends include January 2024 at 150, December 2023 at 144 and November 2023 at 148.

Throughout the month of January, the Skilled Nursing Facility had 61 admissions including re-admissions from Munson Medical Center, and 45 discharges. Seven rehab residents transfer upstairs for long term care.

For the Cottages, the average daily census as of February 26, 2024 is 52. Past census trends include January 2024 at 54, December 2023 at 52 and November 2023 at 51.

Throughout the month of January, the Cottages had 3 admissions, 3 respite stays, and 2 discharges.

Nursing

There were 8 Facility Reported Incidents in January. All have been cleared without having to complete an onsite review.

Staffing

Recruitment is underway for the following open positions: CNAs; Universal Workers; Licensed Nurses; Social Services; Occupational, Physical and Recreational Therapists.

Ten employees were hired in January: 1 Administrator; 1 Environmental Services; 1 Licensed Nurse; 1 CNA; 3 Nurse Aide Students and 3 Universal Workers. We received 81 applications in January.

In January, there were 2 resignations and 1 retirement.

In January, 11 employee referrals were received.

As of February 14, 2024, we have 316 employees.

Dietary

In January, Dining Services held a “Let’s Talk Food” meeting to discuss meal ideas and ask residents to make recommendations and suggestions on meals.

Environmental Services

On January 5, Blarney Castle Oil collected a sample of the fuel from our generator, to be sent for annual testing. This is required by our life safety code, and ensures that the fuel is suitable to run the generator in a power outage.

On January 8, Graham Motor and Generator performed the annual preventive maintenance and 4-hour load bank test on our backup generator. It was found that the batteries need replacement. Graham ordered the batteries.

On January 9, Tim Coggins, Environmental Services Director, Diane Mallory, Human Resources Director, and Kristen Packard, Director of Nursing, attended the Traverse Area Human Resources Association meeting, that included a presentation by Grand Traverse County Emergency Management Coordinator regarding emergency preparedness. During the presentation, we learned that Gregg Bird could perform a critical infrastructure protection survey at our facility, as well as assist in active shooter drills. We have contacted him for further information.

On January 11, Coggins and Cati Kujawski, Environmental Services Manager, attended cottage resident meeting, and discussed our staffing and some of the projects we are working on related to cottage issues.

On January 12, Coggins was informed that the new building electrical transformer will be shipping out in the near future and will be scheduled for installation once it has been received.

On January 12, Coggins met with Russell Abbott of Total Fire Protection to get a quote for replacement of the quick-response fire suppression sprinkler heads in our facility.

On January 16, Coggins and Kujawski met with Josh King of Floor Covering Brokers to discuss the upcoming tile regROUT project in the main building kitchen.

On January 17, there was a fire alarm at Evergreen Cottage at 7:30 AM. Staff and the fire department responded. The alarm was triggered by breakfast prep. The fire department cleared the building and reset the alarm system. Staff did a great job responding to the alarm.

On January 18, John E. Green Company replaced a controller on one of our heating boilers. This controller had failed, and we were running on only one boiler.

On January 19, Graham Motor and Generator replaced the four batteries in the backup generator.

On January 19, Coggins met with Scot Hopkins of Summit Fire Protection to get a quote for replacement of the quick-response fire suppression sprinkler heads in our facility.

On January 31, Coggins and Kujawski met with the entire Environmental Services staff to reinforce our expectations of the department, and go over a few changes that we need to make as a department to better serve the organization.

Wellness Center

The Wellness Center saw the following patients this month: Medicare A: 28; Medicare Advantage Skilled: 35; Medicare B: Outpatient: 19; Medicare B: Inpatient: 31; Medicare B Advantage: Outpatient 36; Inpatient 12; Private Insurance: Outpatient: 13; Private Insurance: Inpatient:5; Work compensation: Outpatient: 0; Private pay: Outpatient: 0; Private pay: Inpatient: 1. Auto: Outpatient: 2; Auto: Inpatient:1.

On January 16, Kristen Semeyn, Physical Therapist, started as Wellness Center Director and Chris Heinz, Physical Therapist, started as part-time Outpatient Therapy Manager.

On January 24, John Delossantos, President of JMD Healthcare and Wellness Center Director, made a site visit.

Activities

Kari Belanger and Linda Burton, Recreational Therapists, completed a total of 41 video chats over FaceTime or Google Duo.

Activities, Special Events and Outings that occurred in January included: Catholic Mass, Rosary and live streaming various local church services; outings for lunch at China Fair and shopping at The Dollar Tree; making & enjoying chocolate covered cherries, root beer floats, strawberry ice cream treats, homemade peanut butter cookies, and having hot chocolate & donuts. Residents played bingo, Yahtzee, Shut the Box and jumbo dice games, feather duster balloon ball, UNO, and animal races. The movie-theater style popcorn machine was brought back to life and is popping fresh popcorn on Friday afternoons along with showing of a movie on the big screen in the Multi-Purpose Room for all residents, staff and family members. On Tuesday January 23 and January 30, Mocktails made their debut with Melissa Morey & Jill Telling from Forefront Dining Services tending the bar and making up delicious non-alcoholic drinks for the residents and their visitors to enjoy. On Monday January 29, Tyler Forland, owner of Tyler's Exotics & Mobile Petting Zoo, stopped at the Pavilions and brought a spider monkey, tarantula, bearded dragon, turtle, macaw and huge snake for the residents, staff, daycare kids and visitors to see and hold – the monkey, Caesar, was a huge hit as he walked around the room and climbed up on resident's laps and pulled at kids ears; and the daycare kids were in awe of the snake as they all lined up together to hold the snake in their outstretched arms.

On January 9, residents gathered with Christian and Gregory of Forefront Dining Services for Let's Talk Food. On January 18, we introduced and implemented having one large Resident Council meeting for residents on all pavilions to come together to meet instead of having a meeting on each individual pavilion.

GRAND TRAVERSE PAVILIONS MEMORANDUM

Financial Operations Report
January 2024

Grand Traverse Pavilions Combined

REVENUE:

The overall revenue for the Pavilions in January was \$2,430,947 resulting in a favorable budget variance of \$1,629. There are large favorable variances for the nursing home and large unfavorable variances for the cottages. There were no non-recurring revenue items in January.

EXPENSES:

The total overall operating expenses for the Pavilions in January were \$2,588,170 resulting in an unfavorable variance to budget of \$210,001. Key variances included the CEO/Administrator placement fee of \$38,000, nursing wages of \$141,442 (\$117,797 when adjusted for higher occupancy), CEO/Administrator coverage of \$27,000, administrative wages of \$13,000 and childcare expenses of \$3,000.

NET INCOME/LOSS:

There was a net loss of \$157,224 from the combined programs of the Pavilions in January resulting in an unfavorable budget variance of \$208,372.

OPERATING CASH:

Total unassigned operating cash on hand at month-end was \$4,431,077. This is a net increase (more brought in than was spent) of \$10,078,109 for the month. \$10.734M of this was the expected payments from the IRS and MDHHS.

In addition to incurring a loss, the following items also negatively impacted our cash position in January:

- Insurance premiums paid in excess of the current expense of \$87,352
- A bond payment of \$312,306
- Payment of deferred provider taxes of \$229,866
- Payment of retention pay on January 24 of \$209,760.

Other cash inflows and outlays were typical and can be seen in the Cash Flow Statement.

VOUCHERS:

Purchase orders, invoices, checks written, and supporting documentation reviewed for voucher numbers 5508-5515 for the month of January and were in order without exception.

Grand Traverse Medical Care

REVENUE:

The census for January averaged 150 residents which was five above the budgeted census and six more than the prior month. Private pay census was one more than budget, Medicare was three above, Medicaid was six above and Hospice was five below the budgeted census. Eleven of the private pay residents are in the process of applying for Medicaid. Total resident revenue was \$2,008,639 resulting in a \$54,534 favorable budget variance. The occupancy for January was 62% of licensed beds and 82% of available beds.

Other revenue was \$207,389 on a budget of \$140,200 for a favorable variance of \$67,189 for the month.

Total revenue was \$121,623 more than budgeted for the month.

EXPENSES:

Operating Expenses were \$216,952 more than budgeted for the month. Significant variances were highlighted earlier in this report.

NET INCOME/LOSS:

Grand Traverse Medical Care produced a net loss of \$100,310 for the month, which was \$95,330 worse than budgeted.

RECEIVABLES:

Our Days Revenue Outstanding ("DRO") (before allowances) is 56 days as of 1/31/2024. This is two more than as of 12/31/23. Our goal for 2024 is reduce that number to 45 days.

The total receivables were up \$117,068 during January due to the ongoing issue of the software transition with both the new therapy software and PCC resulting in only 25% of the Outpatient revenue being collected (a shortfall of \$15,000). In addition, eleven residents who are private pay are in the process of applying for Medicaid. This is up from four in December. No payment was received for them in January which represents \$140,000 in revenue not being collected currently. The assigned social worker, outstation worker and biller work with the resident, responsible parties and attorneys to expedite the filing and processing of the Medicaid applications.

Even with these challenges, 97% of the prior month revenue was collected in January.

The Cottages

REVENUE:

Total revenue of \$236,319 generated a \$98,593 unfavorable variance to the budget. The average census for the Cottages-Assisted Living was 50.7 residents during the month (6.3 below budget and 1.8 more than the prior month), representing 65% occupancy. There were 42 days of overnight respite provided during the month (36 more than the prior month). Hawthorn Lofts-Independent Living average census was 1 resident (CEO/Administrator) per day for 33% occupancy.

There are other factors contributing to lower than budgeted revenue in addition to lower than budgeted occupancy:

Willow rates were reduced below what was budgeted.

We are caring for eleven residents who are either PACE North or Medicaid Waiver participants who pay less than our budgeted rates.

Charge capture for personal services revenue has not been effectively implemented.

EXPENSES:

Expenses for January (before depreciation) were \$269,911, which was above the budgeted amount by \$14,449 for an unfavorable variance. This was a decrease in expenses of \$24,547 from the prior month.

NET INCOME/LOSS:

The program had a net loss for the month of \$56,914 resulting in an unfavorable variance of \$113,042.

Unassigned Fund Balance

Approved 2024 Operating Budget	\$ 28.7M
Unassigned Fund Balance Target Percentage	20%
Unassigned Fund Balance Target Amount	\$5.7M
Current Unassigned Fund Balance*	\$4.4M
Current Fund Balance as a percentage of Operating Budget	15%
Amount Available Above/ (Below) Target	(\$1.3)M

*Fund balance is different from a cash balance as it includes other assets and is net of current liabilities. Those items do not generally change significantly so we are reporting here on the cash balance amount. The policy requires a review of the actual fund balance annually.

Date: Feb 16, 2024
 Time: 09:32:18 EST
 User: Lindsey Dood

**Grand Traverse Pavilions
 Combined Income Statement
 1/1/2024 to 1/31/2024**

Include Adjustment Periods: NO Include Closing Periods: NO
 Included: Grand Traverse Pavilions - AL, Grand Traverse Pavilions - Outpatient, Grand Traverse Pavilions - SNF

	CURRENT PERIOD			PRIOR PERIOD			YEAR TO DATE		
	Actual \$	Budget \$	Var \$	Actual \$	Budget \$	Var \$	Actual \$	Budget \$	Var \$
Service Revenue	2,253,605	2,288,188	(34,583)	2,141,263	1,832,774	308,489	2,253,605	2,288,188	(34,583)
Other Revenue	177,341	141,129	36,213	634,211	766,632	(132,421)	177,341	141,129	36,213
Total Revenue	2,430,947	2,429,317	1,629	2,775,474	2,599,406	176,068	2,430,947	2,429,317	1,629
Salaries & Wages	1,404,627	1,258,825	(145,803)	1,414,398	1,502,649	88,251	1,404,627	1,258,825	(145,803)
Benefits	346,777	348,025	1,248	327,682	388,712	61,030	346,777	348,025	1,248
Other Operating Expenses	711,763	645,627	(66,136)	727,626	569,985	(157,641)	711,763	645,627	(66,136)
Interest Expense	29,062	29,752	(690)	90,159	32,500	57,659	29,062	29,752	(690)
Depreciation	95,941	95,941	0	95,941	97,520	1,579	95,941	95,941	0
Total Operating Expenses	2,588,170	2,378,169	(210,001)	2,655,807	2,591,366	(64,440)	2,588,170	2,378,169	(210,001)
Net Operating Income	(157,224)	51,148	(208,372)	119,667	8,039	111,628	(157,224)	51,148	(208,372)

Date: Feb 16, 2024
 Time: 09:31:33 EST
 User: Lindsey Dood

**Grand Traverse Pavilions
 SNF Income Statement
 1/1/2024 to 1/31/2024**

Include Adjustment Periods: NO Include Closing Periods: NO
 Included: Grand Traverse Pavilions - AL, Grand Traverse Pavilions - Outpatient, Grand Traverse Pavilions - SNF

	CURRENT PERIOD						YEAR TO DATE					
	Actual \$	Budget \$	Var \$	Actual / Day	Budget / Day	Var / Day	Actual \$	Budget \$	Var \$	Actual / Day	Budget / Day	Var / Day
	0	0	0	-	-	-	0	0	0	-	-	-
	0	0	0	-	-	-	0	0	0	-	-	-
	0	0	0	-	-	-	0	0	0	-	-	-
SNF Resident Revenue												
Inpatient Revenue												
Medicare Part A	166,916	318,276	(151,360)	596.13	684.46	(88.34)	166,916	318,276	(151,360)	596.13	684.46	(88.34)
Medicare Advantage	262,632	126,753	135,879	569.70	408.88	160.82	262,632	126,753	135,879	569.70	408.88	160.82
Medicaid	1,107,777	1,039,414	68,364	374.25	376.74	(2.49)	1,107,777	1,039,414	68,364	374.25	376.74	(2.49)
Hospice	105,218	172,817	(67,598)	436.59	428.83	7.76	105,218	172,817	(67,598)	436.59	428.83	7.76
Private Pay	289,797	229,525	60,272	416.38	411.34	5.04	289,797	229,525	60,272	416.38	411.34	5.04
Medicare Part B	10,739	2,941	7,798	2.32	0.65	1.66	10,739	2,941	7,798	2.32	0.65	1.66
TOTAL Inpatient Revenue	1,943,079	1,889,725	53,354	418.95	420.41	(1.46)	1,943,079	1,889,725	53,354	418.95	420.41	(1.46)
Outpatient												
Physical Therapy	42,511	60,760	(18,249)	9.17	13.52	(4.35)	42,511	60,760	(18,249)	9.17	13.52	(4.35)
Occupational Therapy	7,349	0	7,349	1.58	0.00	1.58	7,349	0	7,349	1.58	0.00	1.58
Speech Therapy	12,360	0	12,360	2.66	0.00	2.66	12,360	0	12,360	2.66	0.00	2.66
Wellness	3,340	3,720	(380)	0.72	0.83	(0.11)	3,340	3,720	(380)	0.72	0.83	(0.11)
TOTAL Outpatient	65,560	64,480	1,080	14.14	14.34	(0.21)	65,560	64,480	1,080	14.14	14.34	(0.21)
TOTAL SNF Resident Revenue	2,008,639	1,954,205	54,434	433.08	434.75	(1.67)	2,008,639	1,954,205	54,434	433.08	434.75	(1.67)
SNF Other Revenue												
Revenue - Child Day Care	8,978	9,309	(331)	1.94	2.07	(0.14)	8,978	9,309	(331)	1.94	2.07	(0.14)
Childcare Lunches	334	334	0	0.07	0.07	0.00	334	334	0	0.07	0.07	0.00
Vending Machine Sales	453	269	185	0.10	0.06	0.04	453	269	185	0.10	0.06	0.04
Rental Income	317	206	111	0.07	0.05	0.02	317	206	111	0.07	0.05	0.02
Interest Income	0	1,000	(1,000)	0.00	0.22	(0.22)	0	1,000	(1,000)	0.00	0.22	(0.22)
DCW Wage Reimbursement	69,186	40,000	29,186	14.92	8.90	6.02	69,186	40,000	29,186	14.92	8.90	6.02
Copy Revenue	249	10	239	0.05	0.00	0.05	249	10	239	0.05	0.00	0.05
Garnishment Fees	0	30	(30)	0.00	0.01	(0.01)	0	30	(30)	0.00	0.01	(0.01)
Scrap Sales	0	30	(30)	0.00	0.01	(0.01)	0	30	(30)	0.00	0.01	(0.01)
Misc Income	343	682	(339)	0.07	0.15	(0.08)	343	682	(339)	0.07	0.15	(0.08)
QAS Income	163,936	155,218	8,718	35.35	34.53	0.81	163,936	155,218	8,718	35.35	34.53	0.81
QMI Income	26,314	36,905	(10,590)	5.67	8.21	(2.54)	26,314	36,905	(10,590)	5.67	8.21	(2.54)
Inter-Company Charges	21,400	0	21,400	4.61	0.00	4.61	21,400	0	21,400	4.61	0.00	4.61
Bad Debt Expenses	(7,500)	(7,500)	0	(1.62)	(1.67)	0.05	(7,500)	(7,500)	0	(1.62)	(1.67)	0.05
Provider Tax Expenses-QAS	(67,941)	(86,128)	18,187	(14.65)	(19.16)	4.51	(67,941)	(86,128)	18,187	(14.65)	(19.16)	4.51
Provider Tax Expenses-QMI	(8,681)	(10,164)	1,483	(1.87)	(2.26)	0.39	(8,681)	(10,164)	1,483	(1.87)	(2.26)	0.39
TOTAL SNF Other Revenue	207,389	140,200	67,189	44.72	31.19	13.52	207,389	140,200	67,189	44.72	31.19	13.52
Total Revenue	2,216,028	2,094,405	121,623	477.80	465.94	27.06	2,216,028	2,094,405	121,623	477.80	465.94	27.06
SNF Operating Expenses												
Nursing												
Nursing												
Salary & Wages - RN	207,986	152,030	(55,956)	44.84	33.82	(11.02)	207,986	152,030	(55,956)	44.84	33.82	(11.02)
Salary & Wages - LPN	109,347	91,646	(17,701)	23.58	20.39	(3.19)	109,347	91,646	(17,701)	23.58	20.39	(3.19)

**Grand Traverse Pavilions
 SNF Income Statement
 1/1/2024 to 1/31/2024**

	CURRENT PERIOD						YEAR TO DATE					
	Actual \$	Budget \$	Var \$	Actual / Day	Budget / Day	Var / Day	Actual \$	Budget \$	Var \$	Actual / Day	Budget / Day	Var / Day
Nursing (con't)												
Salary & Wages - CNA	404,717	368,410	(36,307)	87.26	81.96	(5.30)	404,717	368,410	(36,307)	87.26	81.96	(5.30)
Salary & Wages - UW SNF	24,663	12,103	(12,560)	5.32	2.69	(2.63)	24,663	12,103	(12,560)	5.32	2.69	(2.63)
Longevity - RN	725	737	12	0.16	0.16	0.01	725	737	12	0.16	0.16	0.01
Longevity - LPN	450	457	7	0.10	0.10	0.00	450	457	7	0.10	0.10	0.00
Longevity - CNA	1,625	1,652	27	0.35	0.37	0.02	1,625	1,652	27	0.35	0.37	0.02
FICA - Nursing	53,514	49,101	(4,413)	11.54	10.92	(0.61)	53,514	49,101	(4,413)	11.54	10.92	(0.61)
Workers Comp - Nursing	837	7,108	6,271	0.18	1.58	1.40	837	7,108	6,271	0.18	1.58	1.40
Unemployment Expenses	0	8,447	8,447	0.00	1.88	1.88	0	8,447	8,447	0.00	1.88	1.88
MERS DB - Nursing	31,939	32,538	599	6.89	7.24	0.35	31,939	32,538	599	6.89	7.24	0.35
MERS DC:Nursing	11,980	11,827	(152)	2.58	2.63	0.05	11,980	11,827	(152)	2.58	2.63	0.05
Health Ins - Nursing	62,289	60,820	(1,469)	13.43	13.53	0.10	62,289	60,820	(1,469)	13.43	13.53	0.10
Health Ins - Retirees Nursing	5,517	5,846	329	1.19	1.30	0.11	5,517	5,846	329	1.19	1.30	0.11
Dental Ins - Nursing	4,156	4,292	136	0.90	0.95	0.06	4,156	4,292	136	0.90	0.95	0.06
Uniforms - Nursing	0	1,217	1,217	0.00	0.27	0.27	0	1,217	1,217	0.00	0.27	0.27
Small Equipment	2,763	5,407	2,644	0.60	1.20	0.61	2,763	5,407	2,644	0.60	1.20	0.61
Nursing Supplies	19,422	15,995	(3,428)	4.19	3.56	(0.63)	19,422	15,995	(3,428)	4.19	3.56	(0.63)
Briefs	7,509	5,087	(2,423)	1.62	1.13	(0.49)	7,509	5,087	(2,423)	1.62	1.13	(0.49)
Stock Meds	1,094	1,420	327	0.24	0.32	0.08	1,094	1,420	327	0.24	0.32	0.08
IV Supplies	0	2,323	2,323	0.00	0.52	0.52	0	2,323	2,323	0.00	0.52	0.52
Special Equipment Rental	0	144	144	0.00	0.03	0.03	0	144	144	0.00	0.03	0.03
Non-Legend Drugs	6,373	472	(5,902)	1.37	0.10	(1.27)	6,373	472	(5,902)	1.37	0.10	(1.27)
Professional Services - Medic	3,520	3,590	70	0.76	0.80	0.04	3,520	3,590	70	0.76	0.80	0.04
Agency Nurse Staffing	27,993	30,492	2,498	6.04	6.78	0.75	27,993	30,492	2,498	6.04	6.78	0.75
Building Repairs-Resident Roo	679	3,527	2,848	0.15	0.78	0.64	679	3,527	2,848	0.15	0.78	0.64
Equipment Repairs	1,566	1,449	(117)	0.34	0.32	(0.02)	1,566	1,449	(117)	0.34	0.32	(0.02)
Education & Training - Nursing	475	266	(209)	0.10	0.06	(0.04)	475	266	(209)	0.10	0.06	(0.04)
Med Waste:Nursing-Medical Care	1,863	1,584	(279)	0.40	0.35	(0.05)	1,863	1,584	(279)	0.40	0.35	(0.05)
Resident Loss Replacement	0	18	18	0.00	0.00	0.00	0	18	18	0.00	0.00	0.00
TOTAL Nursing	993,003	880,004	(112,998)	214.10	195.77	(18.33)	993,003	880,004	(112,998)	214.10	195.77	(18.33)
Nurse Administration												
Salary & Wages - Nursing Admin	110,448	89,032	(21,416)	23.81	19.81	(4.01)	110,448	89,032	(21,416)	23.81	19.81	(4.01)
Longevity-Nursing Admin	1,115	1,133	18	0.24	0.25	0.01	1,115	1,133	18	0.24	0.25	0.01
FICA - Nursing Admin	8,940	6,677	(2,262)	1.93	1.49	(0.44)	8,940	6,677	(2,262)	1.93	1.49	(0.44)
Workers Comp - Nurse Admin	60	62	2	0.01	0.01	0.00	60	62	2	0.01	0.01	0.00
MERS DB - Nursing Admin	14,407	14,643	236	3.11	3.26	0.15	14,407	14,643	236	3.11	3.26	0.15
MERS DC: Nurse Administration	102	1,131	1,029	0.02	0.25	0.23	102	1,131	1,029	0.02	0.25	0.23
Nurse Admin Consulting	4,637	11,100	6,463	1.00	2.47	1.47	4,637	11,100	6,463	1.00	2.47	1.47
TOTAL Nurse Administration	139,709	123,779	(15,930)	30.12	27.54	(2.59)	139,709	123,779	(15,930)	30.12	27.54	(2.59)
TOTAL Nursing Administrative	1,132,712	1,003,783	(128,929)	244.22	223.31	(20.91)	1,132,712	1,003,783	(128,929)	244.22	223.31	(20.91)
Administrative												
Salary & Wages - Admin	52,752	40,584	(12,168)	11.37	9.03	(2.35)	52,752	40,584	(12,168)	11.37	9.03	(2.35)
Longevity - Admin	390	396	6	0.08	0.09	0.00	390	396	6	0.08	0.09	0.00
FICA - Admin	4,178	3,037	(1,141)	0.90	0.68	(0.23)	4,178	3,037	(1,141)	0.90	0.68	(0.23)
Workers Comp - Admin	40	41	1	0.01	0.01	0.00	40	41	1	0.01	0.01	0.00
MERS - Administration	9,159	9,310	150	1.97	2.07	0.10	9,159	9,310	150	1.97	2.07	0.10
MERS DC:Administration	298	1,002	704	0.06	0.22	0.16	298	1,002	704	0.06	0.22	0.16
Health Ins - Administration	7,321	7,231	(90)	1.58	1.61	0.03	7,321	7,231	(90)	1.58	1.61	0.03

Grand Traverse Pavilions
SNF Income Statement
 1/1/2024 to 1/31/2024

	CURRENT PERIOD						YEAR TO DATE					
	Actual \$	Budget \$	Var \$	Actual / Day	Budget / Day	Var / Day	Actual \$	Budget \$	Var \$	Actual / Day	Budget / Day	Var / Day
Administrative (con't)												
Dental Ins - Administration	355	312	(43)	0.08	0.07	(0.01)	355	312	(43)	0.08	0.07	(0.01)
Contract Services	68,652	3,218	(65,434)	14.80	0.72	(14.09)	68,652	3,218	(65,434)	14.80	0.72	(14.09)
Contract Svcs-Security	0	74	74	0.00	0.02	0.02	0	74	74	0.00	0.02	0.02
Professional Services - Admin	0	3,400	3,400	0.00	0.76	0.76	0	3,400	3,400	0.00	0.76	0.76
Legal Consultants	14,938	12,500	(2,437)	3.22	2.78	(0.44)	14,938	12,500	(2,437)	3.22	2.78	(0.44)
Dues & Memberships	4,451	3,333	(1,118)	0.96	0.74	(0.22)	4,451	3,333	(1,118)	0.96	0.74	(0.22)
License & Fees	0	583	583	0.00	0.13	0.13	0	583	583	0.00	0.13	0.13
Subscriptions	0	6	6	0.00	0.00	0.00	0	6	6	0.00	0.00	0.00
Education & Training - Admin	0	100	100	0.00	0.02	0.02	0	100	100	0.00	0.02	0.02
Travel	0	26	26	0.00	0.01	0.01	0	26	26	0.00	0.01	0.01
Board Meeting Expenses	0	4	4	0.00	0.00	0.00	0	4	4	0.00	0.00	0.00
Miscellaneous Expenses	0	48	48	0.00	0.01	0.01	0	48	48	0.00	0.01	0.01
TOTAL Administrative	162,535	85,207	(77,328)	35.04	18.96	(16.09)	162,535	85,207	(77,328)	35.04	18.96	(16.09)
Finance												
Salary & Wages - Financial Ma	21,648	22,511	863	4.67	5.01	0.34	21,648	22,511	863	4.67	5.01	0.34
Longevity - Financial Mgt	235	239	4	0.05	0.05	0.00	235	239	4	0.05	0.05	0.00
FICA - Fin Mgmt	1,520	1,688	168	0.33	0.38	0.05	1,520	1,688	168	0.33	0.38	0.05
Workers Comp - Fin Mgmt	15	16	1	0.00	0.00	0.00	15	16	1	0.00	0.00	0.00
MERS DB - Financial Management	2,511	2,552	41	0.54	0.57	0.03	2,511	2,552	41	0.54	0.57	0.03
MERS DC:Financial Management	304	471	167	0.07	0.10	0.04	304	471	167	0.07	0.10	0.04
Health Ins - Financial Mgmt	996	1,005	9	0.21	0.22	0.01	996	1,005	9	0.21	0.22	0.01
Dental Ins - Financial Mgmt	172	131	(41)	0.04	0.03	(0.01)	172	131	(41)	0.04	0.03	(0.01)
Office Supplies	2,452	1,421	(1,031)	0.53	0.32	(0.21)	2,452	1,421	(1,031)	0.53	0.32	(0.21)
Copy Supplies	4,120	655	(3,465)	0.89	0.15	(0.74)	4,120	655	(3,465)	0.89	0.15	(0.74)
Computer Supplies	742	3,575	2,833	0.16	0.80	0.64	742	3,575	2,833	0.16	0.80	0.64
Postage	266	901	635	0.06	0.20	0.14	266	901	635	0.06	0.20	0.14
Small Equipment - IT	4,408	1,558	(2,850)	0.95	0.35	(0.60)	4,408	1,558	(2,850)	0.95	0.35	(0.60)
Audit Expenses	0	2,900	2,900	0.00	0.65	0.65	0	2,900	2,900	0.00	0.65	0.65
IT Consultants	1,988	3,457	1,470	0.43	0.77	0.34	1,988	3,457	1,470	0.43	0.77	0.34
Printing & Binding	1,265	447	(818)	0.27	0.10	(0.17)	1,265	447	(818)	0.27	0.10	(0.17)
Data Processing	1,232	4,138	2,907	0.27	0.92	0.66	1,232	4,138	2,907	0.27	0.92	0.66
Maintenance Agreements Softwa	14,514	24,310	9,796	3.13	5.41	2.28	14,514	24,310	9,796	3.13	5.41	2.28
Communication Equip Repairs	232	2,597	2,364	0.05	0.58	0.53	232	2,597	2,364	0.05	0.58	0.53
Education & Training - Fin Mgt	0	155	155	0.00	0.03	0.03	0	155	155	0.00	0.03	0.03
Other Insurance	25,374	25,000	(374)	5.47	5.56	0.09	25,374	25,000	(374)	5.47	5.56	0.09
Telephone-Snf	5,792	5,000	(792)	1.25	1.11	(0.14)	5,792	5,000	(792)	1.25	1.11	(0.14)
Internet	1,463	0	(1,463)	0.32	0.00	(0.32)	1,463	0	(1,463)	0.32	0.00	(0.32)
Cellular Phone	4,437	1,126	(3,311)	0.96	0.25	(0.71)	4,437	1,126	(3,311)	0.96	0.25	(0.71)
Television - SNF	2,009	2,387	378	0.43	0.53	0.10	2,009	2,387	378	0.43	0.53	0.10
Bond Interest Expense	24,728	25,432	704	5.33	5.66	0.33	24,728	25,432	704	5.33	5.66	0.33
Bank Charges	3,192	2,432	(761)	0.69	0.54	(0.15)	3,192	2,432	(761)	0.69	0.54	(0.15)
TOTAL Finance	125,616	136,104	10,488	27.08	30.28	3.19	125,616	136,104	10,488	27.08	30.28	3.19
Human Resources												
Salary & Wages - Human Resour	18,192	16,177	(2,014)	3.92	3.60	(0.32)	18,192	16,177	(2,014)	3.92	3.60	(0.32)
Longevity - Human Resources	230	234	4	0.05	0.05	0.00	230	234	4	0.05	0.05	0.00
FICA - Human Res	1,347	1,213	(133)	0.29	0.27	(0.02)	1,347	1,213	(133)	0.29	0.27	(0.02)
Workers Comp - Human Res	10	10	0	0.00	0.00	0.00	10	10	0	0.00	0.00	0.00

Grand Traverse Pavilions
 SNF Income Statement
 1/1/2024 to 1/31/2024

	CURRENT PERIOD						YEAR TO DATE					
	Actual \$	Budget \$	Var \$	Actual / Day	Budget / Day	Var / Day	Actual \$	Budget \$	Var \$	Actual / Day	Budget / Day	Var / Day
Human Resources (con't)												
MERS DB - Human Resources	2,822	2,868	46	0.61	0.64	0.03	2,822	2,868	46	0.61	0.64	0.03
Health Ins - Human Resources	1,160	864	(297)	0.25	0.19	(0.06)	1,160	864	(297)	0.25	0.19	(0.06)
Dental Ins - Human Resources	138	178	40	0.03	0.04	0.01	138	178	40	0.03	0.04	0.01
Life Insurance	144	127	(17)	0.03	0.03	0.00	144	127	(17)	0.03	0.03	0.00
Employee Recogn	1,088	1,667	579	0.23	0.37	0.14	1,088	1,667	579	0.23	0.37	0.14
Other Fringe Benefit - Cobra	0	156	156	0.00	0.03	0.03	0	156	156	0.00	0.03	0.03
HSA Funding	150	0	(150)	0.03	0.00	(0.03)	150	0	(150)	0.03	0.00	(0.03)
Contract Services - HR	5,020	2,575	(2,445)	1.08	0.57	(0.51)	5,020	2,575	(2,445)	1.08	0.57	(0.51)
Employee Advertising/Recruiti	340	0	(340)	0.07	0.00	(0.07)	340	0	(340)	0.07	0.00	(0.07)
CNA Registry Fee	140	62	(78)	0.03	0.01	(0.02)	140	62	(78)	0.03	0.01	(0.02)
Testing Fees	5,250	2,520	(2,730)	1.13	0.56	(0.57)	5,250	2,520	(2,730)	1.13	0.56	(0.57)
Education & Training - Hum Res	0	146	146	0.00	0.03	0.03	0	146	146	0.00	0.03	0.03
TOTAL Human Resources	36,030	28,797	(7,233)	7.77	6.41	(1.36)	36,030	28,797	(7,233)	7.77	6.41	(1.36)
Community Relations and Volunteer Services												
Salary & Wages - Volunteer &	4,633	4,470	(163)	1.00	0.99	0.00	4,633	4,470	(163)	1.00	0.99	0.00
FICA - Volunteer & Comm Rel	350	342	(8)	0.08	0.08	0.00	350	342	(8)	0.08	0.08	0.00
Workers Comp - Vol & Comm Rel	5	5	0	0.00	0.00	0.00	5	5	0	0.00	0.00	0.00
MERS DB - Volunteer & Comm Rel	974	990	16	0.21	0.22	0.01	974	990	16	0.21	0.22	0.01
MERS DC: Volunteer & Comm Rel	254	53	(202)	0.05	0.01	(0.04)	254	53	(202)	0.05	0.01	(0.04)
Fund Raising	0	7,917	7,917	0.00	1.76	1.76	0	7,917	7,917	0.00	1.76	1.76
TOTAL Community Relations and Volunteer Services	6,216	13,776	7,560	1.34	3.06	1.72	6,216	13,776	7,560	1.34	3.06	1.72
Maintenance												
Salary & Wages - ES	55,120	55,162	42	11.88	12.27	0.39	55,120	55,162	42	11.88	12.27	0.39
Longevity - Environmental Serv	330	335	5	0.07	0.07	0.00	330	335	5	0.07	0.07	0.00
FICA - Environ Serv	4,022	4,137	115	0.87	0.92	0.05	4,022	4,137	115	0.87	0.92	0.05
Workers Comp - Plant Ops	500	518	18	0.11	0.12	0.01	500	518	18	0.11	0.12	0.01
MERS DB - Env. Serv.	4,185	4,253	69	0.90	0.95	0.04	4,185	4,253	69	0.90	0.95	0.04
MERS DC:Environmental Services	666	282	(384)	0.14	0.06	(0.08)	666	282	(384)	0.14	0.06	(0.08)
Health Ins - Env Serv	6,202	5,897	(305)	1.34	1.31	(0.03)	6,202	5,897	(305)	1.34	1.31	(0.03)
Health Ins - Retirees - EVS	2,443	2,029	(414)	0.53	0.45	(0.08)	2,443	2,029	(414)	0.53	0.45	(0.08)
Dental Ins - Env Serv	480	335	(145)	0.10	0.07	(0.03)	480	335	(145)	0.10	0.07	(0.03)
Uniforms - Plant Ops	213	290	77	0.05	0.06	0.02	213	290	77	0.05	0.06	0.02
Supplies - Plant Ops	6,258	5,948	(310)	1.35	1.32	(0.03)	6,258	5,948	(310)	1.35	1.32	(0.03)
Small Equipment	4,170	4,616	446	0.90	1.03	0.13	4,170	4,616	446	0.90	1.03	0.13
Building Repairs	14,367	15,234	867	3.10	3.39	0.29	14,367	15,234	867	3.10	3.39	0.29
Equipment Repairs	13,298	4,616	(8,682)	2.87	1.03	(1.84)	13,298	4,616	(8,682)	2.87	1.03	(1.84)
Vehicle Repair	125	166	41	0.03	0.04	0.01	125	166	41	0.03	0.04	0.01
Elevator	0	95	95	0.00	0.02	0.02	0	95	95	0.00	0.02	0.02
Lawn, Tree and Brush Services	45	1,696	1,651	0.01	0.38	0.37	45	1,696	1,651	0.01	0.38	0.37
Snow Removal - Contract	2,298	1,516	(782)	0.50	0.34	(0.16)	2,298	1,516	(782)	0.50	0.34	(0.16)
Education & Training - ES	0	158	158	0.00	0.04	0.04	0	158	158	0.00	0.04	0.04
Vehicle Fuel	983	883	(100)	0.21	0.20	(0.02)	983	883	(100)	0.21	0.20	(0.02)
Parking Garage Expenses	1,097	1,717	620	0.24	0.38	0.15	1,097	1,717	620	0.24	0.38	0.15
Water	3,050	3,367	317	0.66	0.75	0.09	3,050	3,367	317	0.66	0.75	0.09
Sewer	7,890	6,005	(1,885)	1.70	1.34	(0.37)	7,890	6,005	(1,885)	1.70	1.34	(0.37)
Electric	18,533	23,415	4,882	4.00	5.21	1.21	18,533	23,415	4,882	4.00	5.21	1.21
Natural Gas	13,178	9,263	(3,915)	2.84	2.06	(0.78)	13,178	9,263	(3,915)	2.84	2.06	(0.78)

Grand Traverse Pavilions
 SNF Income Statement
 1/1/2024 to 1/31/2024

	CURRENT PERIOD						YEAR TO DATE					
	Actual \$	Budget \$	Var \$	Actual / Day	Budget / Day	Var / Day	Actual \$	Budget \$	Var \$	Actual / Day	Budget / Day	Var / Day
Maintenance (con't)												
Refuse Disposal	2,458	3,116	659	0.53	0.69	0.16	2,458	3,116	659	0.53	0.69	0.16
TOTAL Maintenance	161,911	155,051	(6,860)	34.91	34.49	(0.42)	161,911	155,051	(6,860)	34.91	34.49	(0.42)
Housekeeping												
Salary & Wages - Housekeeping	58,584	57,395	(1,189)	12.63	12.77	0.14	58,584	57,395	(1,189)	12.63	12.77	0.14
Longevity - Housekeeping	875	889	14	0.19	0.20	0.01	875	889	14	0.19	0.20	0.01
FICA - Housekeeping	4,257	4,305	48	0.92	0.96	0.04	4,257	4,305	48	0.92	0.96	0.04
Workers Comp - Housekeeping	650	674	24	0.14	0.15	0.01	650	674	24	0.14	0.15	0.01
MERS DB - Housekeeping	1,541	1,566	25	0.33	0.35	0.02	1,541	1,566	25	0.33	0.35	0.02
MERS DC:Housekeeping	2,273	2,352	79	0.49	0.52	0.03	2,273	2,352	79	0.49	0.52	0.03
Health Ins - Housekeeping	7,686	4,984	(2,701)	1.66	1.11	(0.55)	7,686	4,984	(2,701)	1.66	1.11	(0.55)
Dental Ins - Housekeeping	504	417	(88)	0.11	0.09	(0.02)	504	417	(88)	0.11	0.09	(0.02)
Uniforms - Housekeeping	0	147	147	0.00	0.03	0.03	0	147	147	0.00	0.03	0.03
Supplies - Housekeeping	9,715	6,676	(3,038)	2.09	1.49	(0.61)	9,715	6,676	(3,038)	2.09	1.49	(0.61)
Contract Services-Hskpg	0	2,043	2,043	0.00	0.45	0.45	0	2,043	2,043	0.00	0.45	0.45
TOTAL Housekeeping	86,084	81,449	(4,635)	18.56	18.12	(0.44)	86,084	81,449	(4,635)	18.56	18.12	(0.44)
Laundry												
Salary & Wages - Laundry	27,952	25,499	(2,453)	6.03	5.67	(0.35)	27,952	25,499	(2,453)	6.03	5.67	(0.35)
Longevity - Laundry	200	203	3	0.04	0.05	0.00	200	203	3	0.04	0.05	0.00
FICA - Laundry	2,073	1,912	(161)	0.45	0.43	(0.02)	2,073	1,912	(161)	0.45	0.43	(0.02)
Workers Comp - Laundry	250	259	9	0.05	0.06	0.00	250	259	9	0.05	0.06	0.00
MERS DB - Laundry	1,621	1,648	27	0.35	0.37	0.02	1,621	1,648	27	0.35	0.37	0.02
MERS DC:Laundry	568	394	(174)	0.12	0.09	(0.03)	568	394	(174)	0.12	0.09	(0.03)
Health Ins - Laundry	2,989	2,500	(490)	0.64	0.56	(0.09)	2,989	2,500	(490)	0.64	0.56	(0.09)
Dental Ins - Laundry	126	196	70	0.03	0.04	0.02	126	196	70	0.03	0.04	0.02
Supplies - Laundry	5,144	4,095	(1,049)	1.11	0.91	(0.20)	5,144	4,095	(1,049)	1.11	0.91	(0.20)
Linen Replacements - Laundry	1,134	1,627	493	0.24	0.36	0.12	1,134	1,627	493	0.24	0.36	0.12
TOTAL Laundry	42,058	38,333	(3,725)	9.07	8.53	(0.54)	42,058	38,333	(3,725)	9.07	8.53	(0.54)
Dietary												
Contract Svcs-Dining	220,838	216,446	(4,392)	47.61	48.15	0.54	220,838	216,446	(4,392)	47.61	48.15	0.54
TOTAL Dietary	220,838	216,446	(4,392)	47.61	48.15	0.54	220,838	216,446	(4,392)	47.61	48.15	0.54
Therapy												
Salary & Wages - Therapy	114,807	112,897	(1,910)	24.75	25.12	0.36	114,807	112,897	(1,910)	24.75	25.12	0.36
Longevity-Therapy	400	407	7	0.09	0.09	0.00	400	407	7	0.09	0.09	0.00
FICA - Therapy	9,393	8,467	(926)	2.03	1.88	(0.14)	9,393	8,467	(926)	2.03	1.88	(0.14)
Workers Comp - Therapy	500	518	18	0.11	0.12	0.01	500	518	18	0.11	0.12	0.01
MERS DB - Therapy	8,474	8,613	139	1.83	1.92	0.09	8,474	8,613	139	1.83	1.92	0.09
MERS DC:Therapy	643	800	157	0.14	0.18	0.04	643	800	157	0.14	0.18	0.04
Health Ins - Therapy Services	6,863	4,055	(2,809)	1.48	0.90	(0.58)	6,863	4,055	(2,809)	1.48	0.90	(0.58)
Dental Ins - Therapy	491	342	(149)	0.11	0.08	(0.03)	491	342	(149)	0.11	0.08	(0.03)
Supplies - Therapy	393	420	27	0.08	0.09	0.01	393	420	27	0.08	0.09	0.01
Small Equipment - Therapy	409	37	(372)	0.09	0.01	(0.08)	409	37	(372)	0.09	0.01	(0.08)
Professional Service - Medica	0	433	433	0.00	0.10	0.10	0	433	433	0.00	0.10	0.10
Consultant - Therapy	4,887	4,414	(473)	1.05	0.98	(0.07)	4,887	4,414	(473)	1.05	0.98	(0.07)
Pool Maintenance	53	412	359	0.01	0.09	0.08	53	412	359	0.01	0.09	0.08
Dues & Memberships - Therapy	0	40	40	0.00	0.01	0.01	0	40	40	0.00	0.01	0.01
TOTAL Therapy	147,314	141,857	(5,458)	31.76	31.56	(0.20)	147,314	141,857	(5,458)	31.76	31.56	(0.20)
Ancillary												

Grand Traverse Pavilions
 SNF Income Statement
 1/1/2024 to 1/31/2024

	CURRENT PERIOD						YEAR TO DATE					
	Actual \$	Budget \$	Var \$	Actual / Day	Budget / Day	Var / Day	Actual \$	Budget \$	Var \$	Actual / Day	Budget / Day	Var / Day
Ancillary (con't)												
Medical Supplies	3,859	2,444	(1,415)	0.83	0.54	(0.29)	3,859	2,444	(1,415)	0.83	0.54	(0.29)
Oxygen	2,725	3,101	377	0.59	0.69	0.10	2,725	3,101	377	0.59	0.69	0.10
Legend Drugs	41,118	34,727	(6,391)	8.87	7.73	(1.14)	41,118	34,727	(6,391)	8.87	7.73	(1.14)
Lab Services	1,616	1,216	(400)	0.35	0.27	(0.08)	1,616	1,216	(400)	0.35	0.27	(0.08)
Radiology Services	1,328	850	(477)	0.29	0.19	(0.10)	1,328	850	(477)	0.29	0.19	(0.10)
Misc Medical Services	0	231	231	0.00	0.05	0.05	0	231	231	0.00	0.05	0.05
TOTAL Ancillary	50,645	42,570	(8,075)	10.92	9.47	(1.45)	50,645	42,570	(8,075)	10.92	9.47	(1.45)
Diversional Therapy												
Salary & Wages - Life Enrichm	19,526	31,104	11,579	4.21	6.92	2.71	19,526	31,104	11,579	4.21	6.92	2.71
Longevity - Life Enrichment	515	523	8	0.11	0.12	0.01	515	523	8	0.11	0.12	0.01
FICA - Life Enrichment	2,394	2,333	(61)	0.52	0.52	0.00	2,394	2,333	(61)	0.52	0.52	0.00
Workers Comp - Life Enrichme	100	104	4	0.02	0.02	0.00	100	104	4	0.02	0.02	0.00
MERS DB - Life Enrichment	634	644	10	0.14	0.14	0.01	634	644	10	0.14	0.14	0.01
MERS DC:Life Enrichment	313	0	(313)	0.07	0.00	(0.07)	313	0	(313)	0.07	0.00	(0.07)
Health Ins - Life Enrichment	2,989	3,016	27	0.64	0.67	0.03	2,989	3,016	27	0.64	0.67	0.03
Dental Ins - Life Enrichment	216	221	4	0.05	0.05	0.00	216	221	4	0.05	0.05	0.00
Supplies - Diversional Therapy	479	408	(72)	0.10	0.09	(0.01)	479	408	(72)	0.10	0.09	(0.01)
Activity Supplies - Eden	680	936	256	0.15	0.21	0.06	680	936	256	0.15	0.21	0.06
Educ. & Training- Activities	0	61	61	0.00	0.01	0.01	0	61	61	0.00	0.01	0.01
Special Functions	863	934	71	0.19	0.21	0.02	863	934	71	0.19	0.21	0.02
Activity Expenses	133	0	(133)	0.03	0.00	(0.03)	133	0	(133)	0.03	0.00	(0.03)
TOTAL Diversional Therapy	28,842	40,284	11,442	6.22	8.96	2.74	28,842	40,284	11,442	6.22	8.96	2.74
Human Services												
Salary & Wages - Human Serv	14,737	15,275	539	3.18	3.40	0.22	14,737	15,275	539	3.18	3.40	0.22
Longevity - Human Services	115	117	2	0.02	0.03	0.00	115	117	2	0.02	0.03	0.00
FICA - Human Serv	979	1,146	166	0.21	0.25	0.04	979	1,146	166	0.21	0.25	0.04
Workers Comp - Human Serv	20	21	1	0.00	0.00	0.00	20	21	1	0.00	0.00	0.00
MERS DB - Human Services	1,125	1,144	18	0.24	0.25	0.01	1,125	1,144	18	0.24	0.25	0.01
MERS DC:Human Services	437	756	319	0.09	0.17	0.07	437	756	319	0.09	0.17	0.07
Health Ins - Human Services	1,633	1,760	127	0.35	0.39	0.04	1,633	1,760	127	0.35	0.39	0.04
Dental Ins - Human Services	82	120	38	0.02	0.03	0.01	82	120	38	0.02	0.03	0.01
Consultant Services-Psych.	0	1,530	1,530	0.00	0.34	0.34	0	1,530	1,530	0.00	0.34	0.34
Education & Training - Hum Ser	0	92	92	0.00	0.02	0.02	0	92	92	0.00	0.02	0.02
TOTAL Human Services	19,128	21,960	2,832	4.12	4.89	0.76	19,128	21,960	2,832	4.12	4.89	0.76
Child Care												
Salary & Wages - CC Asst. CDC	14,017	17,638	3,621	3.02	3.92	0.90	14,017	17,638	3,621	3.02	3.92	0.90
Salary & Wages - Facilitator	3,814	0	(3,814)	0.82	0.00	(0.82)	3,814	0	(3,814)	0.82	0.00	(0.82)
FICA - CDC	1,353	1,323	(30)	0.29	0.29	0.00	1,353	1,323	(30)	0.29	0.29	0.00
MERS DB - CDC	551	560	9	0.12	0.12	0.01	551	560	9	0.12	0.12	0.01
MERS DC-Child Care	437	365	(71)	0.09	0.08	(0.01)	437	365	(71)	0.09	0.08	(0.01)
Health Ins - CDC	1,495	1,327	(168)	0.32	0.30	(0.03)	1,495	1,327	(168)	0.32	0.30	(0.03)
Dental Ins - CDC	170	98	(72)	0.04	0.02	(0.01)	170	98	(72)	0.04	0.02	(0.01)
Uniforms - CDC	0	89	89	0.00	0.02	0.02	0	89	89	0.00	0.02	0.02
Teaching/Educational Supplies	0	13	13	0.00	0.00	0.00	0	13	13	0.00	0.00	0.00
Small Equipment - CDC	0	43	43	0.00	0.01	0.01	0	43	43	0.00	0.01	0.01
Meals - CDC	1,294	443	(850)	0.28	0.10	(0.18)	1,294	443	(850)	0.28	0.10	(0.18)
Dietary Snacks - CDC	176	146	(30)	0.04	0.03	(0.01)	176	146	(30)	0.04	0.03	(0.01)

Grand Traverse Pavilions
 SNF Income Statement
 1/1/2024 to 1/31/2024

	CURRENT PERIOD						YEAR TO DATE					
	Actual \$	Budget \$	Var \$	Actual / Day	Budget / Day	Var / Day	Actual \$	Budget \$	Var \$	Actual / Day	Budget / Day	Var / Day
Child Care (con't)												
Special Functions - CDC	0	7	7	0.00	0.00	0.00	0	7	7	0.00	0.00	0.00
Indirect Costs-Childcare	1,400	0	(1,400)	0.30	0.00	(0.30)	1,400	0	(1,400)	0.30	0.00	(0.30)
Miscellaneous Exp-Childcare	0	16	16	0.00	0.00	0.00	0	16	16	0.00	0.00	0.00
TOTAL Child Care	24,705	22,067	(2,638)	5.33	4.91	(0.42)	24,705	22,067	(2,638)	5.33	4.91	(0.42)
Equipment Depreciation												
Depreciation - Office	2,304	2,304	0	0.50	0.51	0.02	2,304	2,304	0	0.50	0.51	0.02
Depreciation Exp - Nursing	4,138	4,138	0	0.89	0.92	0.03	4,138	4,138	0	0.89	0.92	0.03
Depreciation - Dietary	1,375	1,375	0	0.30	0.31	0.01	1,375	1,375	0	0.30	0.31	0.01
Depreciation - Furniture	662	662	0	0.14	0.15	0.00	662	662	0	0.14	0.15	0.00
Depreciation - Maintenance	1,634	1,634	0	0.35	0.36	0.01	1,634	1,634	0	0.35	0.36	0.01
Depreciation - Vehicle	877	877	0	0.19	0.20	0.01	877	877	0	0.19	0.20	0.01
Depreciation-Equip Well. Ctr	200	200	0	0.04	0.04	0.00	200	200	0	0.04	0.04	0.00
TOTAL Equipment Depreciation	11,189	11,189	0	2.41	2.49	0.08	11,189	11,189	0	2.41	2.49	0.08
TOTAL SNF Operating Expenses	2,255,825	2,038,873	(216,952)	486.38	453.59	(32.79)	2,255,825	2,038,873	(216,952)	486.38	453.59	(32.79)
Net Operating Income	(39,797)	55,532	(95,330)	(8.58)	12.35	(21.21)	(39,797)	55,532	(95,330)	(8.58)	12.35	(21.21)
SNF Building Depreciation												
Depreciation - Land Improv	1,594	1,594	0	0.34	0.35	0.01	1,594	1,594	0	0.34	0.35	0.01
Depreciation - Building	38,499	38,499	0	8.30	8.56	0.26	38,499	38,499	0	8.30	8.56	0.26
Depreciation - Parking Structr	5,437	5,437	0	1.17	1.21	0.04	5,437	5,437	0	1.17	1.21	0.04
Depreciation - Bldg Improv	12,328	12,328	0	2.66	2.74	0.08	12,328	12,328	0	2.66	2.74	0.08
Depreciation-Bldg Imp WellCtr	2,654	2,654	0	0.57	0.59	0.02	2,654	2,654	0	0.57	0.59	0.02
TOTAL SNF Building Depreciation	60,512	60,512	0	13.05	13.46	0.42	60,512	60,512	0	13.05	13.46	0.42
Net Income	(100,310)	(4,980)	(95,330)	(21.63)	(1.11)	(21.21)	(100,310)	(4,980)	(95,330)	(21.63)	(1.11)	(21.21)

Date: Feb 16, 2024
 Time: 09:32:03 EST
 User: Lindsey Dood

**Grand Traverse Pavilions
 Cottage Income Statement
 1/1/2024 to 1/31/2024**

Include Adjustment Periods: NO Include Closing Periods: NO
 Included: Grand Traverse Pavilions - AL, Grand Traverse Pavilions - Outpatient, Grand Traverse Pavilions - SNF

	CURRENT PERIOD			PRIOR PERIOD			YEAR TO DATE		
	Actual \$	Budget \$	Var \$	Actual \$	Budget \$	Var \$	Actual \$	Budget \$	Var \$
Cottage Revenue									
Room Rental-Cottage-Private	176,649	278,428	(101,779)	180,075	193,131	(13,057)	176,649	278,428	(101,779)
Room Rental-Cottage-MA Waiver	36,435	0	36,435	31,160	0	31,160	36,435	0	36,435
Room Rental-Cottage-Priv Insur	22,728	0	22,728	20,618	0	20,618	22,728	0	22,728
Respite-Cottages	7,040	1,930	5,110	8,245	1,187	7,058	7,040	1,930	5,110
Scholarships Private Pay	(4,517)	15,368	(19,885)	(6,450)	16,000	(22,450)	(4,517)	15,368	(19,885)
Registration Fee - Cottages	0	167	(167)	0	580	(580)	0	167	(167)
Ancillary Rev - Cottages	541	813	(272)	415	650	(235)	541	813	(272)
Meal Plan	26,740	28,023	(1,283)	25,125	18,000	7,125	26,740	28,023	(1,283)
Personal Care Services- Privat	1,735	14,979	(13,244)	3,618	20,000	(16,382)	1,735	14,979	(13,244)
Contractual-Charity Care	(8,710)	(15,368)	6,658	(3,629)	(16,000)	12,371	(8,710)	(15,368)	6,658
Contractual Allow MA Waiver	(19,078)	0	(19,078)	(13,478)	0	(13,478)	(19,078)	0	(19,078)
Contractual Allowance PACE	(3,908)	0	(3,908)	(4,123)	0	(4,123)	(3,908)	0	(3,908)
TOTAL Cottage Revenue	235,654	324,340	(88,686)	241,576	233,548	8,028	235,654	324,340	(88,686)
Cottage Other Revenue									
Beauty Shop Income	665	777	(112)	420	900	(480)	665	777	(112)
Donation Income - Cottages	0	9,795	(9,795)	0	0	0	0	9,795	(9,795)
TOTAL Cottage Other Revenue	665	10,572	(9,907)	420	900	(480)	665	10,572	(9,907)
Total Income	236,319	334,912	(98,593)	241,996	234,448	7,548	236,319	334,912	(98,593)
Cottage Operating Expenses									
Salary & Wages - Admin - Cott	10,168	9,376	(792)	9,619	20,117	10,498	10,168	9,376	(792)
Salary & Wages - ES Cottages	4,182	9,324	5,142	4,887	4,627	(260)	4,182	9,324	5,142
Salary & Wages - Hskpg Cottage	3,646	0	(3,646)	3,791	7,679	3,888	3,646	0	(3,646)
Salary & Wages - RN Cottages	7,130	0	(7,130)	5,607	9,345	3,738	7,130	0	(7,130)
Salary & Wages - LPN Cottages	1,401	9,644	8,243	1,770	4,933	3,163	1,401	9,644	8,243
Salary & Wages - CNA Cottages	57,368	45,855	(11,513)	59,139	49,663	(9,476)	57,368	45,855	(11,513)
Salary & Wages - UW Cottages	50,335	65,114	14,778	56,728	40,863	(15,865)	50,335	65,114	14,778
Longevity - Cottages	0	0	0	7,870	3,523	(4,347)	0	0	0
Longevity - Cottages Admin	250	254	4	247	511	264	250	254	4
FICA Admin Cottages	723	703	(19)	954	1,523	568	723	703	(19)
FICA - Env Serv Cottages	339	699	360	513	353	(159)	339	699	360
FICA - Cottage Housekeeping	274	0	(274)	417	289	(128)	274	0	(274)
FICA - RN LPN CNA and UW - Co	8,256	9,046	790	10,932	8,665	(2,267)	8,256	9,046	790
Workers Comp - Cottages	677	697	19	3,568	1,363	(2,205)	677	697	19
Workers Comp - Cottage Admin	6	6	0	6	6	0	6	6	0
MERS DB - Cottages	6,096	6,196	100	4,854	8,712	3,858	6,096	6,196	100
MERS DB - Cottages Admin	2,220	2,257	36	1,794	1,434	(360)	2,220	2,257	36
MERS DC-Cottage	1,729	1,914	185	2,125	1,150	(975)	1,729	1,914	185
MERS DC:Admin Cottages	0	689	689	0	0	0	0	689	689
Health Ins - Cottages	11,987	9,252	(2,735)	14,470	14,803	333	11,987	9,252	(2,735)
Dental Ins - Cottages	875	672	(203)	983	1,000	17	875	672	(203)
Supplies - Cottages	0	0	0	0	200	200	0	0	0
Supplies Laundry - Cottages	0	0	0	206	0	(206)	0	0	0

**Grand Traverse Pavilions
 Cottage Income Statement
 1/1/2024 to 1/31/2024**

	CURRENT PERIOD			PRIOR PERIOD			YEAR TO DATE		
	Actual \$	Budget \$	Var \$	Actual \$	Budget \$	Var \$	Actual \$	Budget \$	Var \$
Cottage Operating Expenses (con't)									
Activity Supplies - Cottages	319	374	55	486	250	(236)	319	374	55
Nursing Supplies - Cottages	0	394	394	647	400	(247)	0	394	394
Contract Services-Dining	61,346	60,083	(1,263)	60,359	12,000	(48,359)	61,346	60,083	(1,263)
Contract Svcs:Security-Cottag	0	219	219	0	0	0	0	219	219
Advertising - Cottages	145	3,350	3,206	3,165	3,000	(165)	145	3,350	3,206
Referral Fees	0	625	625	0	1,500	1,500	0	625	625
Printing & Binding - Comm Rel	0	111	111	0	0	0	0	111	111
Elevator-Cottages	0	0	0	2,974	0	(2,974)	0	0	0
Telephone - Cottages	0	272	272	760	325	(435)	0	272	272
Water - Cottages	703	703	0	628	500	(128)	703	703	0
Sewer - Cottages	1,303	1,312	10	1,096	850	(245)	1,303	1,312	10
Electric - Cottages	5,341	4,492	(849)	5,221	5,000	(221)	5,341	4,492	(849)
Natrual Gas - Cottages	4,548	3,410	(1,139)	3,104	2,000	(1,104)	4,548	3,410	(1,139)
Refuse Disposal - Cottages	947	559	(389)	599	500	(99)	947	559	(389)
Television - Cottages	1,438	1,710	273	1,443	1,500	57	1,438	1,710	273
Special Functions - Cottages	92	192	100	257	300	43	92	192	100
Beauty Shop Services	536	641	105	340	750	410	536	641	105
Indirect Costs-Cottages	20,000	0	(20,000)	20,000	20,000	0	20,000	0	(20,000)
Bond Interest Expense	4,334	4,320	(14)	4,743	5,000	257	4,334	4,320	(14)
Miscellaneous Exp - Cottages	279	83	(196)	78	100	22	279	83	(196)
Depreciation - Equip Cottages	917	917	0	917	920	3	917	917	0
TOTAL Cottage Operating Expenses	269,911	255,462	(14,449)	297,295	235,655	(61,640)	269,911	255,462	(14,449)
Net Operating Income	(33,592)	79,450	(113,042)	(55,299)	(1,207)	(54,092)	(33,592)	79,450	(113,042)
Cottage Building Depreciation									
Depreciation Bldg - Cottages	19,018	19,018	0	19,018	19,100	82	19,018	19,018	0
Depreciation-Cottage Bldg Impr	4,304	4,304	0	4,304	4,350	46	4,304	4,304	0
TOTAL Cottage Building Depreciation	23,322	23,322	0	23,322	23,450	128	23,322	23,322	0
Net Income	(56,914)	56,128	(113,042)	(78,621)	(24,657)	(53,964)	(56,914)	56,128	(113,042)

Date: Feb 16, 2024
 Time: 09:31:08 EST
 User: Lindsey Dood

**Grand Traverse Pavilions
 Balance Sheet
 As Of 1/31/2024**

Include Adjustment Periods: NO Include Closing Periods: NO
 Included: Grand Traverse Pavilions - AL, Grand Traverse Pavilions - Outpatient, Grand Traverse Pavilions - SNF

	CURRENT PERIOD	PRIOR PERIOD	PREVIOUS YEAR
	Actual \$	Actual \$	Actual \$
Assets			
Current Assets			
Cash			
County Held Cash			
Cash - County	4,431,077	(5,605,998)	(5,605,998)
Cash - M.O.E.	3,313	3,312	3,312
TOTAL County Held Cash	4,434,390	(5,602,686)	(5,602,686)
Other Cash			
A/P Cash Clearing Account	6,068	7,568	7,568
Credit Card Bank	(69)	26,481	26,481
Cash - Resident Trust	27,533	27,014	27,014
Cash-Payroll	6,705	6,705	6,705
Cash - Advance Pay Funding Ac	31,083	31,090	31,090
TOTAL Other Cash	71,320	98,858	98,858
TOTAL Cash	4,505,710	(5,503,827)	(5,503,827)
Accounts Receivable	3,927,467	3,783,199	3,783,199
Allowance for Doubtful Accounts	(307,707)	(300,207)	(300,207)
Other Receivables			
Medicaid QAS Settlement Rec	483,482	467,916	467,916
A/R QMI Assessment	0	78,943	78,943
Due from PACE North	1,271,369	1,262,802	1,262,802
Retention Credit Receivable	0	6,970,430	6,970,430
Due from Foundation	13,502	13,383	13,383
Medicaid Cost Settlement Rec.	2,957,863	6,721,521	6,721,521
MA Wage Pass Through Receiv	132,520	63,947	63,947
TOTAL Other Receivables	4,858,736	15,578,943	15,578,943
Inventory	170,630	170,630	170,630
Prepaid Expenses	0	0	0
Other Current Assets			
Prepaid Expenses/Deposits	31,500	31,500	31,500
Prepaid Insurance - General	83,375	6,090	6,090
Prepaid Insurance - Work Comp.	10,067	0	0
TOTAL Other Current Assets	124,942	37,590	37,590
TOTAL Current Assets	13,279,778	13,766,327	13,766,327
Non-Current Assets			
Property & Equipment	15,738,421	15,834,361	15,834,361
Other Non Current Assets			
Deferred Outflows-Pension Plan	6,011,169	6,011,169	6,011,169
Deferred Outflows-OPEB	232,620	232,620	232,620
TOTAL Other Non Current Assets	6,243,789	6,243,789	6,243,789
TOTAL Non-Current Assets	21,982,210	22,078,150	22,078,150
TOTAL Assets	35,261,987	35,844,477	35,844,477
Liabilities & Equity			
Liabilities			

Grand Traverse Pavilions
 Balance Sheet
 As Of 1/31/2024

	CURRENT PERIOD	PRIOR PERIOD	PREVIOUS YEAR
	Actual \$	Actual \$	Actual \$
Liabilities (con't)			
Current Liabilities			
Accounts Payable	631,514	426,661	426,661
Accrued Expenses	1,826,156	1,953,663	1,953,663
Other Current Liabilities			
Current Portion of Bonds Paya	720,000	720,000	720,000
Interest Payable	117,158	185,444	185,444
Medicaid Cost Settle. Payable	880,249	870,249	870,249
QAS Settlement Payable	367,316	367,316	367,316
Provider Tax Liabilities	0	229,867	229,867
TOTAL Other Current Liabilities	2,084,724	2,372,877	2,372,877
TOTAL Current Liabilities	4,542,393	4,753,202	4,753,202
Non-Current Liabilities			
Long-Term Liabilities			
Net Pension Liabilities	5,814,318	5,814,318	5,814,318
Pension Bonds (Non-Union) Iss	4,695,000	4,695,000	4,695,000
Pension Bonds (Union) Issued	4,195,000	4,410,000	4,410,000
Bonds Payable-Series 2017 Haw	1,610,000	1,610,000	1,610,000
Def Los on Adv Refund-'17	(45,009)	(45,551)	(45,551)
TOTAL Long-Term Liabilities	16,269,309	16,483,767	16,483,767
Other Non-Current Liabilities			
Deferred Inflows-Pension Plan	140,016	140,016	140,016
Deferred Inflow-OPEB	1,015,658	1,015,658	1,015,658
TOTAL Other Non-Current Liabilities	1,155,674	1,155,674	1,155,674
TOTAL Non-Current Liabilities	17,424,983	17,639,441	17,639,441
TOTAL Liabilities	21,967,376	22,392,643	22,392,643
Equity			
Equity			
RETAINED EARNINGS - PRIOR	13,325,294	12,901,984	12,901,984
Contributed Capital	126,540	126,540	126,540
TOTAL Equity	13,451,835	13,028,524	13,028,524
Net Income (Loss)	(157,224)	423,310	423,310
TOTAL Equity	13,294,611	13,451,835	13,451,835
TOTAL Liabilities & Equity	35,261,987	35,844,477	35,844,477

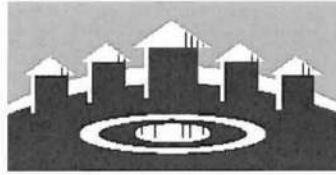
Date: Feb 16, 2024
 Time: 09:30:32 EST
 User: Lindsey Dood

Grand Traverse Pavilions
Cash Flow Statement
1/1/2024 to 1/31/2024

Page # 1

Include Adjustment Periods: NO Include Closing Periods: NO
 Included: Grand Traverse Pavilions - AL, Grand Traverse Pavilions - Outpatient, Grand Traverse Pavilions - SNF

	CURRENT PERIOD	PRIOR PERIOD	YEAR TO DATE
	Actual \$	Actual \$	Actual \$
Cash from Operating Activity			
Net Income	(157,224)	119,667	(157,224)
Net Cash provided by Operating Activities			
Depreciation and Amortization	96,483	96,483	96,483
Changes in Working Capital Items			
Accounts Receivable	(73,391)	(499,695)	(73,391)
Prepaid Expenses	(87,352)	290,849	(87,352)
Due to/from	0	3,000	0
Inventory	0	(6,620)	0
Accounts Payable	204,853	113,533	204,853
Other Assets			
Medicaid Settlement Receivable	3,763,658	18,669	3,763,658
Employee Retention Credit Receivable	6,970,430	(138,197)	6,970,430
Due From Foundation	(119)	0	(119)
Medicare Settlements Receivable	0	0	0
Due From Pace North	(8,568)	235,425	(8,568)
TOTAL Other Assets	10,725,401	115,898	10,725,401
Accrued Payroll & Other Expenses	(195,794)	77,981	(195,794)
Other Liabilities			
TOTAL Other Liabilities	0	0	0
Other Accrued Liabilities			
Medicare Advanced Payment	0	38	0
Provider Taxes Payable	(229,867)	76,622	(229,867)
Medicaid Audit Reserve	10,000	10,000	10,000
QAS Payable	0	171,947	0
Net Pension Liability	0	0	0
TOTAL Other Accrued Liabilities	(219,867)	258,607	(219,867)
TOTAL Changes in Working Capital Items	10,353,850	353,555	10,353,850
TOTAL Net Cash provided by Operating Activities	10,450,333	450,038	10,450,333
Cash from Investing Activity			
Fixed Asset Purchase	0	15,000	0
TOTAL Cash from Investing Activity	0	15,000	0
Cash from Financing Activities			
Long Term Debt	(215,000)	0	(215,000)
Short Term Debt/Notes Payable	0	0	0
TOTAL Cash from Financing Activities	(215,000)	0	(215,000)
Net Cash Activity	10,078,109	584,704	10,078,109
CASH BEG OF PERIOD	(5,530,841)	(6,051,599)	(5,530,841)
Cash Beginning Balances as of 12/31/2023	(5,530,841)	(6,051,599)	(5,530,841)
Net Cash Activity	10,078,109	584,704	10,078,109
Cash Ending Balance	4,547,268	(5,466,894)	4,547,268



Grand Traverse Pavilions

A COMMUNITY CARING FOR GENERATIONS

MEMORANDUM

February 20, 2023

TO: Lindsey Dood

FROM: Tim Coggins
Environmental Services Director

RE: Fire Suppression Head Replacement Request

Lindsey,

Attached please find the request to replace the quick response fire suppression heads throughout the facility. These heads are 20 years old, and according to NFPA 25, paragraph 5.3.1.1.1.3, sprinklers that have been manufactured using fast-response elements that have been in service for 20 years, shall be replaced or representative samples shall be tested and then retested at 10-year intervals.

According to NFPA 25, paragraph 5.3.1.3, where one sprinkler within a representative sample fails to meet the test requirement, all sprinklers within the area represented by that sample shall be replaced.

There are 917 sprinkler heads affected by this test sample, all located within the resident areas and Beech gym.

We received bids from three contractors. AFP Specialties bid \$44,000.00, Summit Fire Protection bid \$38,850.00, and Total Fire Protection bid \$31,622.74.

I recommend we award this job to Total Fire Protection, as they are the lowest bidder. The cost for this project is \$31,622.74

Thank you.

A handwritten signature in black ink, appearing to read 'Tim Coggins', written in a cursive style.

Tim Coggins
Environmental Services Director



From | **Total Fire Protection Inc.**
4576 U.S. 31
Traverse City MI 49685
(231) 944-6466

Quote No. | **2033978**
Type | Repair
Prepared By | Russell Abbott
Created On | 01/17/2024
Valid Until | 02/29/2024

Quote For | **Grand Traverse Pavilions**
1000 Pavillions Circle
Traverse City MI 49684
(231) 932-3000

Description of Work

Quotation to Replace 917 Sprinkler Heads

January 25th, 2024

Attn: Tim Coggins

Grand Traverse Pavilions

1000 Pavilions Circle

Traverse City, MI 49684

Phone: 231-932-3022

Tim,

We will supply and install (917) Quick Response Sprinkler heads that are due for replacement. If during the completion of work we find more heads due for replacement, deficiencies or areas that may require a lift to service, another quote will be provided to complete the remaining deficiency repairs, exclusion for drywall/painting repairs along with CPVC repairs, if applicable.

The NFPA deficiencies listed below were found during the annual inspection at your facility. These deficiencies are reflected on your annual inspection report and are required to be addressed in order to have a clean inspection report. This quote is based on all work being performed during normal business hours, Monday - Friday, 7am to 4pm and excludes performing work on holidays. If you have any questions, please do not hesitate to contact us at any time.

SCOPE OF WORK: The scope of work under this Agreement is limited to the provision of services. Total Fire Protection, Inc. is not required to move personal property, equipment, walls, and ceilings or like materials which may impede access or limit visibility. Portions of systems that are latent or concealed are excluded from the inspection.

LIMITATION OF LIABILITY: In consideration of the potential relative costs and benefits accruing to Seller for performing the Work, Buyer agrees that under no circumstances shall the liability of Seller, whether in tort or contract, arising out of or relating to this Quotation or the performance or failure to perform any action by Seller or any employee, agent, subcontractor or representative of Seller exceed the monetary Price payable by Buyer to Seller as set forth above in this Quotation. As a condition precedent to any claim or lawsuit against Seller, all outstanding invoices must have been paid in full, without compromise on amounts owed.

WAIVER OF SUBROGATION: The Seller is not an insurer against loss or damage. Sufficient insurance shall be obtained by Buyer to cover the premises (and property therein) where the Work will be performed. Buyer agrees to rely exclusively on Buyers insurance to recover for injuries, losses or damages suffered in the event of any loss, damage or injury to the premises, persons, or property therein. Buyer, for itself and all others claiming by or through it under this Quotation, releases, and discharges Seller from and against all losses, costs, expenses, and damages covered by Buyers insurance. It is expressly agreed and understood that no insurance company, insurer, or other entity/individual will have any right of subrogation against Seller.

INCIDENTAL/CONSEQUENTIAL DAMAGES: Under no circumstances shall Seller be liable to Buyer for indirect, incidental, or consequential damages of any kind, including but not limited to damages arising from or related to the use, loss of use, performance, or

failure of the covered system(s) to perform.

INDEMNITY: Buyer agrees to indemnify, hold harmless and defend Seller, to the fullest extent permitted by law, against all losses, damages, costs, including expert fees and attorneys fees, arising from, or related to any action or failure to act by Buyer or any employee, agent, representative, officer or director of Buyer. In the event Seller is forced to retain an attorney to collect monies owed to Seller by Buyer, Buyer agrees to pay Sellers reasonable attorneys fees incurred both pre-suit and in litigation related to the collection of monies owed by Buyer to Seller or to Sellers attempt to enforce any of the terms and conditions of this Quotation. This Quotation should be governed by the laws of the State where the Work is performed, without reference to any conflict of laws principles. Owner/owners representative is responsible for complete building access and disabling of alarms and security monitoring. The facility must be made accessible between the hours of 7:00 am and 3:30 pm, Monday thru Friday. After hours or weekend rates are not included in this proposal.

Respectfully,

Russell Abbott

Total Fire Protection

(231)944.6466 Phone

(616)735.2330 Fax

E-mail:rabbott@totalfire.biz

Services to be completed

[Sprinkler] Location - Building

Replacing (917) Quick Response 155 degree sprinkler heads that are over 20 years old

Parts, labor, and fees	Quantity	Unit Price	Total
Labor- Traverse City Foreman	160	\$80.00	\$12,800.00
Labor- Traverse City Apprentice	80	\$65.00	\$5,200.00
Mobile Service Fee- Local	30	\$50.00	\$1,500.00
ADJ ESCUT,1/2,THREADED,E2,PCH	917	\$2.82	\$2,585.94
VK302 K5.6 QR PD CH 155	917	\$10.40	\$9,536.80
		GRAND TOTAL	\$31,622.74

Terms and Conditions

Invoice due in Net 30 days

By my signature below, I authorize work to begin and agree to pay the Grand Total according to the terms and conditions of this agreement.

Name: _____ Date: _____

Signature: _____

Photos



FP



FP



FP



FP



Proposal and Contract

Summit Fire Protection (“Summit”) makes the following proposal (the “Proposal”):

1/22/24

Regarding: Fire Sprinkler Proposal

Project Name: Grand Traverse Pavilions 1000 Pavilions Circle Travers City 49684

The equipment to be provided by Summit as part of this Proposal, as well as design and installation services, are sometimes collectively referred to in this Proposal as the “Project”. NFPA 13, together with the project specifications, plans dated N/A and the city of Travers City, MI. requirements are the basis for acceptance of this proposal.

Site visit – YES NO

SCOPE OF WORK

- Service Fire Sprinkler System to include as follows:
- Replace 917 Quick Response Fire Sprinkler Heads that failed 20-year testing, throughout the facility.

EXCLUSIONS

- Pipe labels
- **Due to some pipe being CPVC change head may cause some damage that will need to be repaired. Summit is not responsible for any dry wall repair needed to fix sprinkler piping.**
- 3 party commissioning
- Fire Pump
- Water Storage Tank
- Underground pipe or Excavation of any kind
- Any Electrical to set up fire pump or controller.
- Plan Review Fees above and beyond the Mechanical Permit.
- P.E. approved drawings
- Seismic/Sway bracing, not in a seismic zone per NFPA 13
- Painting of exposed piping or masking of sprinklers prior to finishes
- Patching, Painting, or any repair need to due to new installation
- Alarm Wiring
- Overtime labor
- Other special application suppression systems (Clean Agent/Preaction etc.)
- Sleeves for pipe penetrations
- Site Power

- Adequate Heat for areas covered by wet systems, owner must maintain the building at or above 40 deg. F. where wet systems are installed
- Moving of any furniture or other owner items if applicable
- Housekeeping pads (concrete work)
- Access Panels or installation of GC/owner provided access panels
- FM Global Insurance requirements
- Payment and Performance Bond
- Central monitoring of sprinkler system
- Phone lines
- Any electrical installation

Base Bid: We propose to perform the work as described above for the sum of Price: \$38,850.00

Completion of the Project: Summit offers to provide to the Owner equipment, supplies and materials, as well as the labor to complete the Project, as described in the Specifications. This Proposal shall be null and void, at Summit's option, if Summit does not receive a signed acceptance of this Proposal within 30 days from the date of this proposal. Summit reserves the right to adjust all prices based on the cost of materials at the time this Proposal is accepted by Owner, due to the volatility in the steel market. In order to guarantee pricing, Owner may be required to pay for materials at the time of acceptance of this Proposal.

General Conditions: The General Conditions attached to this Proposal are a part of this Proposal. Upon acceptance of this Proposal by Owner, the General Conditions will be a part of the contract between Summit and Owner.

Parties: Summit Companies is a d/b/a of Summit Fire Protection, a Minnesota corporation.

SUMMIT COMPANIES:

By: Matt Hill

Signature

Matt Hill

Print Name

Fire Sprinkler Estimator, Central Michigan
Summit Fire Protection

OWNER ACCEPTANCE OF PROPOSAL

Summit's Proposal is hereby accepted and agreed to by Owner. Owner acknowledges that Owner received and read the Proposal and the Attached General Conditions. Upon acceptance by Owner, this Proposal, along with the attached General Conditions, will be a binding contract between Summit and Owner.

OWNER:

By: _____

Signature

Print Name

Date

SUMMIT FIRE PROTECTION PROPOSAL AND CONTRACT GENERAL CONDITIONS

These General Conditions are attached to and made a part of the Summit Proposal and Contract to which they are attached (collectively, the "Contract") as if fully set forth on the front page of the Contract. As used in these General Conditions, "Summit," "Owner," "Project," and "Contract Price" shall have the same meanings as those terms have in the Contract.

1. **Payment.** Owner agrees to pay the Contract Price for the Project as and when required in the Contract. If Owner fails to pay the Contract Price, or any installment thereof, within ten (10) days after the date the same is due and payable, Owner shall automatically be assessed and shall pay a late charge equivalent to three percent (3%) of the amount of such late payment, together with interest on such late payment at the lower of the maximum rate allowed by applicable law or the rate of eighteen percent (18%) per annum.
2. **Changes.** Except for substitutions, as described below in this paragraph, any alteration or modification to the Project must be documented and approved by Summit and Owner by a written change order signed by Summit and Owner. Summit reserves the right to require Owner to pay for all change order items (labor, equipment and any other materials) at the time of signing the change order. In the event of discontinuations, changes or the unavailability of specific equipment or materials described in the Specifications, Summit will have the right to substitute equipment and materials with substantially similar quality and features; provided, however, that if the replacement items are more expensive, then Summit shall notify Owner and Owner may elect whether to pay the additional expense (as an increase to the Contract Price) or to modify the Proposal to include less expensive items, if available, that would not increase the Contract Price.
3. **Limited Warranty.** All materials and labor supplied by Summit will be warranted for one (1) year from the date of completion of the Project. Upon request, Summit will supply a signed warranty letter to Owner, which states the completion date of the Project and the warranty termination date. Certain equipment may include manufacturer's warranties. Summit provides no additional warranty on such equipment. Owner shall have the right to seek enforcement of any such manufacturer's warranty. Summit shall have no obligation to seek enforcement of any such manufacturer's warranty against the manufacturer. Any labor or other services requested by Owner of Summit in connection with Summit's warranty after the one (1) year warranty termination date shall be paid by Owner to Summit based on Summit's standard fees and charges at the time. No other express or implied warranties are made by Summit. Summit's warranty shall not apply with respect to misuse, abuse or any use that is not in conformity with all applicable specifications and instructions. Except as specifically set forth in this Contract, Summit, and/or its agents and representatives makes no warranty or representation, express or implied, with respect to use, construction standards, workmanship, materials, merchantability or fitness for a particular purpose.
4. **Unavoidable Delays.** To the extent any time period for performance by Summit applies, Summit shall not be responsible for any delays due to federal, state or municipal actions or regulations, strikes or other labor shortages, equipment or other materials delays or shortages, acts or omissions of Owner, or any other events or causes beyond the control of Summit.
5. **Access.** Owner shall allow Summit to have reasonable access to the job site to allow the completion of the Project on the dates and at the times requested by Summit personnel.
6. **Risk of Loss.** Risk of loss shall pass to Owner at the time the equipment and other materials that are part of the Project are delivered to the job site. This means that, for example, in the event of damage or destruction due to casualty, or in the event of theft, Owner shall be responsible for payment for such equipment and materials even if the Project has not been completed. Title to the equipment and other materials shall be held by Summit until payment in full of the Contract Price, at which time title shall pass to Owner. Summit shall have the right to remove the equipment and other materials that are a part of the Project if payment of the full Contract Price is not made by Owner immediately upon completion of the Project. That right shall be in addition to, and not in limitation of, Summit other rights and remedies.
7. **MECHANIC LIEN NOTICE. YOU ARE ENTITLED UNDER MINNESOTA LAW TO THE FOLLOWING NOTICE:**
 - (a) **ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THEIR CONTRIBUTIONS.**
 - (b) **UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE."**
8. **Limitation of Liability and Remedies.** The Project is not an insurance policy or a substitute for an insurance policy. In the event of any breach, default or negligence by Summit under this Contract, Owner agrees that the maximum liability of Summit shall not exceed an amount equal to the Contract Price. Owner expressly waives any right to make any claim in excess of that amount. Further, Owner waives any right to any claims for punitive, exemplary or consequential damages. Owner shall provide Summit with reasonable notice of any claim and a reasonable opportunity to cure the alleged breach or default. Owner shall indemnify, defend and hold Summit harmless from and against claims, actions, costs and expenses, including reasonable legal fees and costs, arising out of any injury, death or damage occurring on or about the job site unless caused by the gross negligence or willful misconduct of Summit.
9. **Owner's Failure to Pay.** If Owner fails to pay any amount due to Summit as and when required, Summit shall have the right, but not the obligation, to immediately stop work on the Project and Summit may pursue any and all available remedies, including the right to place a lien against the Project site. In addition, Owner shall be obligated to reimburse Summit for reasonable legal fees and costs incurred by Summit in the enforcement of this Contract.
10. **Binding Arbitration Agreement.** Except as otherwise set forth in Section 10 above, in the event of any dispute between Owner and Summit, whether during the performance of the work and services contemplated under this Contract or after, Owner and Summit agree to negotiate in good faith towards the resolution of the dispute. If Owner and Summit are unable to resolve the dispute within twenty (20) days after the date the dispute arises, then Owner and Summit agree to resolve the dispute through binding arbitration. All disputes arising out of or relating to this

Contract including, without limitation, claims relating to the formation, performance or interpretation of this Contract, and claims of negligence, breach of contract and breach of warranty, which are not resolved either through direct negotiation as provided above, shall be resolved by binding arbitration under the Construction Industry Arbitration Rules of the American Arbitration Association then in effect. This arbitration agreement will be governed by the Federal Arbitration Act and the Minnesota Uniform Arbitration Act. Arbitration will be commenced by written demand for arbitration filed with the American Arbitration Association and the notice of filing, together with a copy of the written demand for arbitration, be provided to the other party in accordance with the notice provisions of this Contract. However, no arbitration or legal action will be commenced following expiration of the application statute of limitations or repose. Judgment on the arbitration award will be confirmed in any court with jurisdiction. Owner and Summit agree that any subcontractor, material supplier, or sub-subcontractor may be made a party to the arbitration proceeding. Venue for the arbitration will be Ramsey County, Minnesota. Summit expressly reserves all mechanics lien rights under Chapter 514 of the Minnesota Statutes and may take such other legal action as is needed to perfect such rights. The provisions contained in this paragraph will survive the completion of construction and termination of this Contract.

11. Miscellaneous. The headings used herein are for convenience only and are not to be used in interpreting this Contract. This Contract shall be construed, enforced and interpreted under the laws of the State of Minnesota. This Contract may not be modified, amended or changed orally, but only by an agreement in writing signed by the parties hereto. Neither party shall be deemed to have waived any rights under this Contract unless such waiver is given in writing and signed by such party. If any provision of this Contract is invalid or unenforceable, such provision shall be deemed to be modified to be within the limits of enforceability or validity, if feasible; however, if the offending provision cannot be so modified, it shall be stricken and all other provisions of this Contract in all other respects shall remain valid and enforceable. This Contract is not assignable by Owner. This Contract is the entire agreement between the parties regarding the subject matter of this Contract; any prior or simultaneous oral or written agreement regarding the subject matter hereof is superseded by this Contract.

AFP Specialties, Inc

Office Phone: (231) 267- 5947

Address: P.O. Box 146 Rapid City, MI 49676

Prepared for: Tim Coggins Date: 1/23/2024

Prepared by: Tony carson Date: 1/23/2024

Grand traverse pavilions

Thank you for the opportunity to provide you with this proposal. We hereby propose to furnish the material and to provide the labor necessary for the servicing/repair of the Fire Sprinkler system at the above-mentioned location. All work shall be performed in accordance with NFPA Standards. All material shall be UL listed or FM Approved.

Description of work to be done:

Change 917 out of date quick response sprinkler heads.

Proposal total not to exceed (Labor & Material) \$ 44,000.00

We hope you find this proposal satisfactory. Please call or email for any questions or concerns.

Sincerely, AFP Specialties.