

02/23/2023

The February 2023, Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, February 23, 2023 at Meadow Brook Meguzee Hall. Fred Harris, Chairman called the meeting to order at 10:05 a.m. Those present were Fred Harris, Chairman; Gary Muller, Member; Maureen Clore, Antrim County Health and Human Services Director; Bill Hefferan, Antrim County Commissioner Liaison; Cheryl Patton, Meadow Brook Director of Nursing; Paige Windish, Meadow Brook Finance Director; Alan Shumaker, Meadow Brook Director of Maintenance; Marna Robertson, Meadow Brook Administrator and Rhonda Tomczak, Meadow Brook Administrative Assistant / Acting Secretary for Antrim County Human Services Board.

Guests: None.

Public Comment: None.

Meeting minutes of the Regular Meeting 1/26/23, motion to approve and accept as presented by Fred Harris, seconded by Gary Muller, all yeas, motion carried.

Maureen Clore, MDHHS Director reported to the Board with updates on: 1. Financials – Expenditures for January \$1,878.00 for MCSSA Dues and Security Deposit \$198.00 leaving a balance of \$3,600.69. 2. Assistance Payment Program – Requested and was granted overtime to assist with Medicaid Redeterminations. The State is trying to re-hire newly Retired staff to help with the redeterminations. 3. Child Welfare Department – State wide recruitment due to the staffing shortage across the state. We are at an all-time high so the State has accelerated the hiring process. 4. Foster Parents Needed – Trying everything in our power to recruit Foster Parents. We have up to 40 children in Hawthorne that are still waiting for placement. 5. Resident RFP – new way to pay our residentials and hold beds for short-term placements. 6. Grand Traverse / Leelanau County Probate Judges are exploring reconsidering the 32 Bed Juvenile Bed Facility. 7. Administration Changes – APS and Medicaid trying to blend the two Departments. 8. Finally got the approval for funds to upgrade the computer system. Looking forward to upgrading to electronic document management system. 9. Starting May 11, 2023 our stall will be back to full time face to face visits with our families.

Motion to approve MDHHS Financial report as presented made by Fred Harris, seconded by Gary Muller, all yeas, motion carried.

Marna Robertson, Meadow Brook Administrator reported to the Board with updates on:

1. Marketing / Recruitment / Retention Focus:
 - a. See new QRS code for College and High School targeted brochures
 - b. Tri-Share Child Care program officially launched. Media stations, emailed staff and in our new multi-media commercials. Commercials are in the final editing process and should be hitting the airways soon.
 - c. Job Fair at North Central Michigan College in Petoskey 4/13/23. Allison, HR Specialist and I will be attending.

- d. Amy Moeke-Derror, Mancelona School Board and Director of Communities in Schools would like to reach out to her and see if we can coordinate a High School Student Field Trip to Meadow Brook to meet and greet with Department Heads. This would give them an opportunity to see what positions are offered at Meadow Brook and give them some insight for future careers in Healthcare. If it works out then we can reach out to other local schools to do the same.
2. New Orientation Improvement Focus:
 - a. UKG - utilizing our software to move towards electronic vs paper medium.
 - b. Organized format for Departments involved in orientation i.e. HR, payroll, scheduling, IT and Education.
 - c. Structured format and flow, with built in tasks and cue.
3. Employee Handbook revised and updated after legal review.
4. Redesigned and Updated new employee name badges. In the process of taking new employee pictures and distributing.
5. Facility Risk Assessment completed. Please see attached.
6. Work Compensation Update - We have had a case in dispute since 10/20. The IME (Independent Medical Exam) found this issue to be non-work related.
7. Phone Outage Event on 2/9/23.
8. MVA – former tenant surprised us with an alleged Civil Rights violation. All documentation to Legal Counsel. This was over a parking issue.
9. MCF Dementia Grant – See flyer.
10. District II meeting via zoom.
11. Attended NMCAA Board meeting on 2/16/23.
12. County Transmission Rate went Blue on 2/10/23. We are running around with naked faces! NO MASKS for the moment. On 2/17/23 we had a staff member test positive and immediately started testing residents and had 3 residents test positive. We are now up to 8 staff members positive but have been able to hold the residents to 3.
13. Reimbursement Changes from the State of Michigan – word on the street it is happening in October. A couple of years ago Medicare changed to PDPM model based off the residents MDS. The State of Michigan is going to go to an acuity-based system much like how Medicare is currently being reimbursed. It drives home how important diagnosis and accurate coding is.

Cheryl Patton, Meadow Brook Director of Nursing reported to the Board with updates on:

1. Facility Reported Incidents (FRI):

Mandated by the State of Michigan to report timely certain incidents:

- 2 new incidents reported in February 2023, (4 open cases in house)
 - 1- Resident stated abuse from CNA - not substantiated in house
 - 2- Resident to Resident physical abuse - one resident hit another resident in an unprovoked attack

Awaiting the State to come in to complete the cycle.

2. COVID 19 – Currently not in COVID Outbreak:

- 8 staff members
- 3 Residents
- Community transmission rate is BLUE, allowing us to not wear facemasks, continue with other mandated measures in place per MDHHS (social distancing,

no congregating in public areas, dining restrictions remain in place, continued daily documentation of resident monitoring for COVID-19 signs / symptoms)

3. Staffing:

- Nurse Aide - 2 travel CNA 's currently in house
- Working with One Staff Medical and Elite Staffing Services for traveling nurse aides and nurses.
- Anticipate 1 new traveling CNA's in March 2023.
- New 40 hr per week Meadow Brook LPN Charge Nurse hired.
- Contract nurses currently in house from OneStaff Medical (0) and Elite (1)

4. Resident Census

- 82 max
- 79 residents today

5. Equipment - Beds moved from Antrim Lodge to Cedar River (AL had newer nicer beds), thank you to Maintenance, Housekeeping, and Nursing- they really stepped up and got the job done in 1 shift!

- Working on replacing cordless phones that are in desperate need of replacement.
- Updating the CNA phones due to batteries not holding a charge long enough to get through a shift.

6. Other

- Continued focus on Antipsychotic medications use in house.
- New Pharmacy is going well. We are getting a Pyxis system.

Adjourn for break at 11:05 a.m.

Reconvene from break at 11:09 a.m.

Alan Shumaker, Meadow Brook Director of Maintenance reported to the Board with updates on the following:

1. Water Management

- Awaiting 2023 EGLE Testing Schedule. Expecting Lead & Copper, Total Trihalomethanes, Fluoride, Nitrates, PFAS, Carbamates, Herbicides, Pesticides, Sodium, and Volatile Organic Compounds between now and September of this year.
- Contract renewed with GFA for 2023 - service continues to be fantastic with them as our water management firm.

2. Department Highlights

- HRU - 1A & B (3 story basement Air Handler) - Continued issues with reliability, broken motor brackets found during PM service, welded by Temperature Control. Several motors and fans have been replaced in the last year, all pulleys replaced and aligned in the last year, unit continues to shred drive belts. Looking into replacement in 2024 budget year.

- Reaching out to vendors and contractors to get 2023 CAR projects rolling.
- Work continues on Apartment 306, drywall and paint are done, interior and closet doors on order, working with design team at Home Depot for cabinets and countertops, flooring coming 1st week of march.

3. Staffing

- Josh is currently training with Angie R. 7:00 – 9:00 am Daily for his new position as Housekeeping / Laundry Supervisor.
- Interviewing for the Assistant Supervisor Position, Have 3 applicants from the Maintenance Department.
- Cecil out on vacation for 3 weeks, visiting family in the Philippines.

Paige Windish, Meadow Brook Finance Director reviewed with the Board the December 2022 Financial Reports:

1. Census: December 96.9% vs. November 96.85% YTD 2022 95.0% and Budgeted at 100%.
2. Net Loss/Gain: Net Gain for December \$121,226.00 vs. Net Loss for November \$45,997.00) YTD 2022 (\$601,227.00).
3. Cost Per Patient Day for December \$508.13 vs. November \$574.54 YTD 2022: \$525.20.
4. Accounts Receivables Balance: December \$881,025.00 vs. November \$890,222.00 (27 days).
5. Private Pay Past Due Accounts: December \$5,662.00 vs. November \$5,732.00.
6. Restricted Funds Balances: December \$714,754.19 vs. November \$707,686.87.
7. Depreciation Fund Balances: December \$8,592.19 vs. November \$16,647.67.
8. Meadow Brook Debt Retirement Balance: December \$10,228.33 vs. November \$10,225.72.
9. General Cash Balance: December \$12,374,436.85 vs. November \$10,602,887.25.
10. Contingency Fund Balance: December \$1,110,584.88 vs. November \$1,106,884.39.
11. Meadow View Apartments Report: Net Loss for December (\$6,960.05) vs. Net Loss for November (\$77.76). Occupancy at 95% YTD Net Loss of (\$31,883.39).
12. Archival system is still in progress, training will start with A/P in the next couple of weeks.
 - a. We will start with the beginning of 2023 and move forward. Then we will get a workflow process created for invoice processing.
13. Secure Pay – ACH Portal is going well. We have several people signed up for this and are using it to automatically process payments each month. This is also helping us resolve some outstanding balances.
14. Cost Report in Progress and Finance Audit will begin in April.
15. Applied for the rest of the Infection Control Grant from the State of Michigan and we were awarded \$54,985.00 to use for purchasing eight (8) UV Air Purifiers, one (1) hand-held UV light and another 6ft UV tower. Those have been ordered and we are just waiting on manufacturing of those items.
16. MVA – Credit Card has been applied for and has been approved we are just waiting for it to arrive.
 - a. Still working with Rhonda and Allison to get the Rentec Direct Portal up and running.

Motion to approve the December 2022 Financial report presented made by Fred Harris, seconded by Gary Muller. All yeas, motion carried.

Motion to approve the January 2023 invoices and Check Register in the amount of \$96,599.71 made by Fred Harris, seconded by Gary Muller. All yeas, motion carried.

Motion to approve CAR #14 for the infection control equipment from UV Sheltron, this DOES NOT have to be funded as it will be purchased with Infection Control Grant monies in the amount of \$54,985.00 made by Fred Harris, seconded by Gary Muller. All yeas, motion carried.

Motion to approve the Meadow View Apartment December 2022 Financial Report made by Fred Harris, seconded by Gary Muller. All yeas, motion carried.

Fred Harris, Chairman requested on behalf of the Board to do a Rent Analysis on the Meadow View Apartments to review revenue and expenses and determine if the rent structure needs to be modified to accommodate rising costs.

Motion to adjourn the meeting at 12:05 p.m. made by Fred Harris, seconded by Gary Muller, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board