

10/26/2023

The October 2023, Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, October 26, 2023 at Meadow Brook Meguzee Hall. Fred Harris, Chairman called the meeting to order at 10:00 a.m. Those present were Fred Harris, Chairman; Melissa Zelenak, Vice-Chairman; Maureen Clore, MDHHS Director; Bill Hefferan, Antrim County Commissioner Liaison; Paige Windish, Meadow Brook Finance Director; Alan Shumaker, Meadow Brook Maintenance Director; Marna Robertson, Meadow Brook Administrator and Rhonda Tomczak, Meadow Brook Administrative Assistant / Acting Secretary for Antrim County Human Services Board.

Absent: Gary Mueller, Member; Cheryl Patton, Meadow Brook Director of Nursing; Ben McGuire, Meadow Brook IT Director.

Public Comment: None.

Meeting minutes of the Regular Board Meeting 09/28/2023, motion to approve as corrected by Fred Harris seconded by Melissa Zelenak, all yeas, motion carried.

Maureen Clore, MDHHS Director reported to the Board with updates on: 1. Financials – Expenditures for September \$1,035.32 for Foster Parent Picnic (\$435.32) and Horse Camp (\$600.00) for Foster Youth. Balance of \$5,623.93 2. Expenditure requests previously approved for foster youth to have teeth repaired is no longer needed. Requested case be closed. New Expenditure Request to assist Foster Family that just took in 3 kids that need daycare. Unfortunately, there was a delinquent Day Care bill of \$2,000.00 that must be paid. 3. Statistics – CPS decreased to (4); APS stayed the same for September at 69. 4. PHE Update – where we stand with Redeterminations, there is still a lot of work that needs to be done but are continuing to work on it. Total Renewals processed through September 903,822. 6. Home Health Clients - BCS Services awarded grant 1.3 million. Pay up to \$3,000.00 per client to pay providers to provide some respite. Maureen is working on a system on how to track the monies and how to market it. More info to come. 7. MCSSA Dues - \$1,880.00 increase from last year.

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

Motion to approve expenditure request to pay Day Care Bill for Foster Family not to exceed \$2,000.00 made by Melissa Zelenak, seconded by Fred Harris, all yeas, motion carried.

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

1. Wage and Insurance Increases:

- Union –
 - 3% for all categories within the pay scale for all units; with the exception of 5 year / 10,400 worked hours which will be increased to 4%.
- Non-Union -

- Nursing / Medical Records - 4%
- Administration: Business Office, Department Heads - 5%
- Administrator and DON - 6%
- Insurance Rates: 20% Increase:
 - Facility saved 13% from moving to new hybrid self-insured plan of \$2,250 / \$5,000. Facility will pay first \$2,000 of the deductible and the employee will pay \$250.00 share of their deductible. Facility portion of the deductible is built into our premiums and is “escrowed”. This mirrors our existing plan.
 - Savings from plan change is approximately \$136,000.
 - Cost contained for the employee - \$8.00 increase in premium. Increases the value of their wage increase.
 - The low plan is \$3,000 / \$6,000 deductible and remains the same as in prior years.
 - Dental and Optical - We continue to cover this benefit at a 100% for every employee. However, they will need to sign up for it if they want it. Prior years we have paid the benefit for all employees regardless if they opted for it or not. We will see savings here as we will be paying for signed up individuals only.
- Union Voting for paying members will be on October 18th.
- 2. ACT- some safety concerns brought forth by the team. Marna has asked the Activities Director to email Al Meacham, ACT Director concerns so we have written timeline and follow up. Marna believes it’s a training issue with ACT drivers: wheelchair locking / securing while in the bus and seatbelt extenders for larger residents.
- 3. Compliance-
 - a. Contracts - Paige and Marna will be developing a check list for DH’s to follow when hiring independent contractors.
 - b. Rhonda and Marna will be delving into all Contract books the first of the year: Licensure, Liability Insurance, MOU’s, Business Associate Agreements etc.
- 4. Meeting with County members: COA Director, Administrator and Assistant on October 25th to discuss Adult Day Care. Marna has done some research and has good info to bring to the meeting.
- 5. Halloween Trick R Treat Open House! 5:30 pm - 7:00 pm.
- 6. Mariah Hersha, RN graduated with her RN with the help of the Meadow Brook Foundation.
- 7. Meeting with Jenny the Hospice of Michigan Director to discuss Hospice House and how it works. Thinking about discussing collaborating with Hospice of Michigan to make Antrim Lodge a Hospice House.

Motion made to ratify the Wage Re-Opener Contract with Teamsters Union made by Fred Harris, seconded by Melissa Zelanek, all yeas, motion carried.

Motion made to approve Non Union Wage Increases as presented in the October 15, 2023 Administrative Report made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Marna Robertson reported to the Board the Nursing report with updates on:

1. Respiratory Hygiene (COVID, Influenza, TB):

COVID-19

- 1 Resident
- 0 Staff

Influenza Vaccination

- Influenza vaccines for residents 10/1/23
 - 90% of residents received the influenza vaccine
 - 85% staff vaccination (56% in 2022)
- COVID 19 Booster - working on dates for administration.
 - Residents first, working on staff administration of booster
 - Looks positive for a staff clinic here at Facility with Hometown Pharmacy providing the vaccine and billing of private insurance

2. Staffing:

- Contract Nurse Aides - 11 * travel C.N.A 's currently in house
- Contract Nurse - 8 *on staff currently
- Working with AHSA – recruiting permanent staff placement. Not without a cost but overall a better focus for the Facility moving forward.

3. Resident Census:

87 max

84 residents today

Admissions process is much smoother.

4. Other:

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

1. Fire / Life Safety Issues: Met with Scot Hopkins from Summit Fire, he believes he has a plan to access the sprinklers in the barn. We will be scheduling this work to be done soon.
2. Physical Plant / Environmental: Kitchen Ventilation project has made forward progress. Fans have arrived in Traverse City, installation is scheduled for the week of 10/23/23. Laundry Air Handler Unit replacement scheduled for Monday 10/23/23. Met with Temperature Control on 10/13/23 to discuss timelines on open projects now that we are in the 4th quarter of the year. Currently have 8 projects on the list. Meadow View Apartment Air Handler Project is completed. Fixed a configuration issue during the week of 10/09/23. Running as it should at this time. Repairs and Service of the Lift King have been completed. Pole Barn insulated door is on order. Expecting arrival and contractor installation by mid-November. 9/5/23 Flash Flood Recovery repairs are complete. Still seeing a large amount of sand washing down to the upper pond with the

recent rains. Working with Antrim Conservation District on contact with the neighboring property owner and long-term fixes.

3. Water Management: All is well.
4. Department Update / Staffing needs: Ryan Hunt has transferred to the PM Tech position and doing well.

Paige Windish, Meadow Brook Finance Director reviewed with the Board the August 2023 Financial Reports:

1. Census: August 94.7% vs. July 97.6% YTD 2023 96.0% and Budgeted at 100%.
2. Net Loss/Gain: Net Loss for August (\$182,121.00) vs. Net Loss for July (\$331,244.00) YTD 2023 (\$2,625,317.00).
3. Cost Per Patient Day for August \$546.89 vs. July \$548.30 YTD 2023: \$625.08.
4. Accounts Receivables Balance: August \$988,799.00 vs. July \$968,674.00 (28 days).
5. Private Pay Past Due Accounts: August \$4,488.00 vs. July \$20,015.00.
6. Restricted Funds Balances: August \$712,581.39 vs. July \$712,577.78.
7. Depreciation Fund Balances: August \$175,204.97 vs. July \$198,803.48.
8. Meadow Brook Debt Retirement Balance: August \$10,269.75 vs. July \$10,267.14.
9. General Cash Balance: August \$13,139,474.23 vs. July \$13,315,545.23.
10. Contingency Fund Balance: August \$1,146,200.84 vs. July \$1,140,712.16.
11. Meadow View Apartments Report: August \$7,934.34 vs. July \$4,848.13 Occupancy at 100% YTD (\$30,843.17).
12. Work Comp Appeal was successful and ultimately has a return of \$8,173.00.
13. We received confirmation and approval to start re-billing our claims from 10/01/2021 through 12/31/2022 at the current Private Pay Rate \$415.00. The State would like us to have this done in 30 days. Jill and Alysa are working hard at getting this completed.
14. Fall Financial Conference with Marna next week at Crystal Mountain.

Motion to approve the August 2023 Financial report presented made by Fred Harris, seconded by Melissa Zelenak. All yeas, motion carried.

Motion to approve the September 2023 invoices and Check Register in the amount of \$774,080.71 made by Fred Harris, seconded by Melissa Zelenak. All yeas, motion carried.

Motion to approve Final Budget of 2024 made by Melissa Zelenak, seconded by Fred Harris.

Motion to approve the CAR Budget for 2024 made by Fred Harris, seconded by Melissa Zelenak. All yeas, motion carried.

Motion to approve Resolution #8 of 2023 to increase the Private Pay Rate to \$510.00 effective January 1, 2024 made by Fred Harris, seconded by Melissa Zelenak. All yeas, motion carried.

Motion to approve Resolution #9 of 2023 to contractually adjust off \$41,523.47 made by Melissa Zelenak, seconded by Fred Harris. All yeas, motion carried.

Motion to approve the Meadow View Apartment August 2023 Financial report as presented made by Fred Harris, seconded by Melissa Zelenak. All yeas, motion carried.

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

Fred Harris, Chair

Rhonda Tomczak, Acting Secretary to the Board