

11/30/2023

The November 2023, Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, November 30, 2023 at Meadow Brook Meguzee Hall. Fred Harris, Chairman called the meeting to order at 9:40 a.m. Those present were Fred Harris, Chairman; Melissa Zelenak, Vice-Chairman; Maureen Clore, MDHHS Director; Bill Hefferan, Antrim County Commissioner Liaison; Gary Mueller, Member; Paige Windish, Meadow Brook Finance Director; Alan Shumaker, Meadow Brook Maintenance Director; Marna Robertson, Meadow Brook Administrator; Cheryl Patton, Meadow Brook Director of Nursing and Rhonda Tomczak, Meadow Brook Administrative Assistant / Acting Secretary for Antrim County Human Services Board.

Absent: None.

Public Comment: None.

Meeting minutes of the Regular Board Meeting 10/26/2023, motion to approve as presented by Fred Harris seconded by Melissa Zelenak, all yeas, motion carried.

Maureen Clore, MDHHS Director reported to the Board with updates on: 1. Financials – No Expenditures for October. Balance of \$5,623.93. We still have \$2500.00 in Camperships outstanding and Day Care Payment. 2. Expenditure Requests for foster youth that has Diabetes and needs an Insulin Monitor. Also, Expenditure Request for Annual Shop for the Hero with Meijer Program for \$300.00. 3. Information on Flexibilities for Beneficiaries Undergoing Life Saving Treatment. 4. MDHHS secures nearly 100 new juvenile justice placements through partnerships with local communities and providers. Keep Kids Safe Action Agenda Pillars: Prevention; Intervention; Stability; Wellness; Workforce. 5. MCSSA Dues Schedule – Maureen presented the rate in which the dues have increased 2021 to present and projected: 2021 \$1,436 | 2022 \$1,480 | 2023 \$1,680 | 2024 \$1,880 | 2025 \$1,967 we will be a cap. Maureen will ask Danielle to do a one page synopsis of benefits why our Board should continue membership. 6. Review of recent audit – out of 15 citations there are 3 that still need to be resolved. 7. APS Effectiveness Plan Committee – took a look at the effectiveness of our programs. 8. Maureen gave update on construction project at the County Building.

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 for Insulin Monitor for Foster Care Youth made by Fred Harris, seconded by Melissa Zelenak. All yeas, motion carried.

Motion to approve expenditure request for Shop for the Hero Program Annual Event not to exceed \$300.00 made by Gary Mueller, seconded by Melissa Zelenak. All yeas, motion carried.

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

1. Census: September 97.1% vs. August 94.7% YTD 2023 96.1% and Budgeted at 100%.
2. Net Loss/Gain: Net Loss for September (\$226,544.00) vs. Net Loss for August (\$182,121.00) YTD 2023 (\$2,851,860.00).
3. Cost Per Patient Day for September \$528.55 vs. August \$546.89 YTD 2023: \$548.20.
4. Accounts Receivables Balance: September \$928,625.00 vs. August \$988,799.00 (25 days).
5. Private Pay Past Due Accounts: September \$7,000.00 vs. August \$4,488.00.
6. Restricted Funds Balances: September \$712,585.00 vs. August \$712,581.39.
7. Depreciation Fund Balances: September \$175,572.51 vs. August \$175,204.97.
8. Meadow Brook Debt Retirement Balance: September \$10,276.41 vs. August \$10,269.75.
9. General Cash Balance: September \$12,883,880.09 vs. August \$13,139,474.23.
10. Contingency Fund Balance: September \$1,150,189.94 vs. August \$1,146,200.84.
11. Meadow View Apartments Report: September \$7,746.30 vs. August \$7,934.34 Occupancy at 100% YTD (\$21,306.87).
12. Claims have been re-billed from 10/01/2021 through 9/30/2023 at the new Private Pay Rate of \$415.00. Paige is working with Lynn Hicks at the State of Michigan to resolve some of the claims that were denied because they were billed prior to the formal approval. She is supposed to respond as of today. After we get that settled, we will be able to apply for our initial settlement which will be paid at 100% for 2021 and 2022. The State changed the language in their policy to allow facilities to receive settlements at 100% vs. 80% for the initial and 20% for the final.
13. Currently working on End of Year processes with Payroll, HR, Billing and General Ledger.
14. Paige has a meeting later today with the MCF Group on our Workforce Stabilization Grant and what they will be offering us for digital marketing. Each Medical Care Facility will be a part of this campaign and will work with the team that the MCMCFC Council has chosen for this project.
15. In regards to that, a committee has been formed to decide what to do with our Grant monies. They are bouncing around ideas on renovating the breakrooms.
16. Angell / Wide Maturity – Mature as of today. Spoke with Sherry Comben and Marna Robertson and we are reinvesting at this time being that we do not have any current plans on spending those dollars soon.

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

Motion to approve the October 2023 invoices and Check Register in the amount of \$718,551.36 made by Gary Mueller, seconded by Fred Harris. All yeas, motion carried.

Motion to approve the internal transfer of \$201,062.50 into the Bond Debt Retirement Fund within the Contingency Fund. This is the savings we had for 2023 from switching to the new bond, made by Gary Mueller, seconded by Melissa Zelenak. All yeas, motion carried.

Motion to approve the increase CAR #15 by \$925.00 for a total of \$8,925.00, one more location was completed than what was budgeted for made by Fred Harris, seconded by Gary Mueller. All yeas, motion carried.

Motion to approve moving CAR #19 to 2024, in the amount of \$8,500.00. Project is going slower than anticipated and will not be complete by 12/31/2023 made by Fred Harris, seconded by Gary Mueller. All yeas, motion carried

Motion to approve the Meadow View Apartment September 2023 Financial report as presented made by Gary Mueller, seconded by Fred Harris. All yeas, motion carried.

Fred Harris, Chairmen requested that for the January 2024 meeting to provide a snapshot of MERS for discussion.

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

1. Planning on attending the December 7<sup>th</sup> County Commissioners Meeting in support of the Work Force Housing project.
2. Participated in QAPI Workgroup with the State of Michigan – working on honing down the survey process on Facility Reported Incidents and developing a QA tool to use post survey.
  - a. Past Non-Compliance Training was developed. Education Webinar on the 18<sup>th</sup>.
3. Spillway Lodge Developers – Geared toward short term rentals. Marna met with Derrick and is open to a contract that we could offer housing and advertise for our Contract Staff. Marna and Rhonda have to meet with Amy Smith, Manager and work out a pricing structure and process for offering to our Contract Staff.
  - a. Bellaire Lofts (Townhomes) – also in discussion with Derrick to have a contract worked out for more long-term staff.
4. Good Thanksgiving. This is our second year purchasing local turkey's from Duerksen's Turkey farm.
5. In the process of Christmas preparations and decorating.
6. Adopt A Family – Mom and 2 young children have been adopted for our 6<sup>th</sup> Annual fundraiser.
7. Northern Community Action Agency – attend this monthly meeting with Bill Heffernan.
8. Mental Health Awareness – will be putting out guidance, resources, ways and areas that are available for staff.
9. Adult Day Care – met with Jeremy, Janet and Judy from the County and gave them some information. With the Mancelona Senior Center closed the Mancelona community is not happy that the wage scale for the Cook is not the same as what is offered in Bellaire.
10. KMH – Admissions Team – had a couple of Medicare admissions that we were expecting, then we got notification that they changed their mind and went to KMH. In discussion a KMH employee "Ashley" kept coming up and we have found out that she was admission "poaching". Marna called and made a complaint. Jeremy Cannon and Marna met and had a really nice discussion. Jeremy, Marna and Cheryl are going to get together and want to start a dementia navigation tool.
11. PACE Program – Received a call from a former family member that was having issues and needed guidance.

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

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

COVID-19

- 1 Resident
- 2 Staff
- COVID Booster:
  - 83% of residents are vaccinated for COVID (3 are unvaccinated, 10 have a booster but have refused the most recent booster).
  - We will continue to offer for new admissions.
  - Staff administration of boosters complete for those accepting.
  - 21 Staff members are not vaccinated for COVID, 96 are vaccinated for COVID, 24% of staff are fully vaccinated with the most current booster.

Influenza Vaccination

- Influenza vaccines for residents 10/1/23
  - 90% of residents received the influenza vaccine
  - 85% staff vaccination (56% in 2022)

2. Staffing:

- Contract Nurse Aides - 11 \* travel C.N.A 's currently in house
- Contract Nurse - 4 \*on staff currently
- Working with AHSA – recruiting permanent staff placement. Not without a cost but overall a better focus for the Facility moving forward.
- AHSA permanent hires 3 as of 11/27/23 (2 Aides, 1 Nurse for permanent hire)
- “Taking Meadow Brook Back” is the mantra for 2024 with permanent Meadow Brook hires and decrease or eliminate contract use.

3. Resident Census:

87 max

84 residents today

Admissions going well.

Current focus is on Admission Assessments and Baseline Care Planning as well as Discharge Planning for smoother and successful transitions.

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

1. Fire / Life Safety Issues: Replaced three section of sidewalk and had multiple edges ground to comply with new egress regulations.
2. Physical Plant / Environmental:
  - Kitchen Ventilation project – complete.
  - Laundry Air Handler Unit replacement – complete.
  - Pole Barn insulated door – nearing completion.

- Nursing Med Refrigerator Monitoring – nearing completion.
- Sewer Meter Update – Unit has returned from service, good news received from the Village of Bellaire.
- Navien Water Heater Issues – 3 story building.
- Expansion to the liquid ice melt program in place, truck sprayer installation in progress.

3. Water Management: All is well.

4. Department Update / Staffing needs: Department is at full staff. All is well.

**Discussion on changing the date of the January 2024 Regular Meeting. Decision made to change the date to Wednesday, January 31, 2024 at 10:00 a.m.**

Motion to adjourn the meeting at 12:11 p.m. made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

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Fred Harris, Chair

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Maureen Clore, Secretary to the Board