

12/14/2023

The December 2023, Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, December 14, 2023 at Meadow Brook Meguzee Hall. Fred Harris, Chairman called the meeting to order at 10:02 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; Ben McGuire, Meadow Brook Systems Administrator; Marna Robertson, Meadow Brook Administrator; and Rhonda Tomczak, Meadow Brook Administrative Assistant / Acting Secretary for Antrim County Human Services Board.

Absent: Gary Mueller, Member

Public Comment: None.

Meeting minutes of the Regular Board Meeting 11/30/2023, motion to approve as presented by Melissa Zelenak seconded by Fred Harris, all yeas, motion carried.

Maureen Clore, MDHHS Director reported to the Board with updates on: 1. Financials – No Expenditures for November. Balance of \$5,623.93. We still have \$2500.00 in Camperships outstanding and Day Care Payment. The State of Michigan has decided this year that even though our money even though it is County money, is State money and because their fiscal year ends on September 13th any bills submitted after that have to get special approval. After lengthy meeting with Central Office accounting, the bills will get paid before the end of this month. 2. Happy Things from this year – sent 20 kids to camps this year for about \$5,000.00 (\$270.00 per kids) and everyone said it was a phenomenal experience. We will continue to do this next year as well. 3. Food Assistance Program – the Northern5 GeoGroup did so well in FAP accuracy that we are exempt from Case Reads for 3 Quarters which is Amazing! The North (BSC One did the best in the entire State!) 4. Metrics for Medicaid Redeterminations were done by the end of the month and our department met that goal every month. So far this year the Northern5 GeoGroup has helped 1,500 families with food; 5,000 with Medicaid or medical care; 35 families with Cash Assistance; 156 families with Day Care and 191 families already with state emergency relief just from October through 12/13/23. We have completed 46 Adult Protective Services investigations in Antrim County alone this past year. 162 CPS investigations. We are down to 4 kids in Foster Care, 3 of which are in Antrim County, which is great. We now have 9 homes waiting to be licensed as foster care. 5. Shop with a Hero there were 17 youth that participated in this year's event ages 5 years to 17 years old. 6. Other Highlights – the State gave us 17 positions across for this Fiscal Year – BSC One will be getting 2 of those positions. One position will go to Cheboygan / Northern Emmett and one to Roscommon. 7. MCSSA – Maureen is still doing follow up on this from last month's meeting.

Motion to approve MDHHS Financial report as presented 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. We were due to submit another bed hold, which Paige Windish did. This will be good for 6 months.
2. Attended the County Commissioners Meeting regarding the Bellaire Lofts.
3. We have been working on a Patient Portal. The Team met and had to draft up an Authorization Form. The Team worked through that and we now have it finalized and will be sent out to all Families / Responsible Parties.
4. Cheryl Patton and Care Plan Team is having a Care Plan Webinar in the Classroom today. Lots of changes coming with the MDS Minimum Data Sets and Discharge Planning. We want to make sure that we are on target with that and our data is accurate.
5. Marna will be on vacation 12/22/23 – 1/2/24. I will be in on Thursday, 12/28/23 for Michelle Gaylord's Retirement Dinner. Michelle has worked here for 37.5 years in various roles.
6. Marna reported the Good News and cool stuff that Paige Windish and Rhonda Tomczak are doing with the social media. Adopt-A-Resident posting was well received and all tags were gone within 3 days of the Facebook post. Paige and Rhonda have some really neat ideas planned for each month moving forward to promote positivity and mental health awareness.
7. Getting applications for a couple CNA's, Activity Aides and a couple Nurses.

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

1. Working with contractors and vendor to try to seal up the year 2023 and get everything invoiced.
2. Department Update / Staffing needs: Department is at full staff. All is well.

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

1. Census: October 96.6% vs. September 97.1% YTD 2023 96.2% and Budgeted at 100%.
2. Net Loss/Gain: Net Gain for October \$91,750.00 vs. Net Loss for September (\$226,544.00) YTD 2023 (\$2,634,554.00).
3. Cost Per Patient Day for October \$575.35 vs. September \$528.55 YTD 2023: \$608.38.
4. Accounts Receivables Balance: October \$1,124,921.00 vs. September \$928,625.00 (28 days).
5. Private Pay Past Due Accounts: October \$8,035.00 vs. September \$7,000.00.
6. Restricted Funds Balances: October \$712,588.50 vs. September \$712,585.00.
7. Depreciation Fund Balances: October \$106,660.24 vs. September \$175,572.51.
8. Meadow Brook Debt Retirement Balance: October \$10,279.03 vs. September \$10,276.41.
9. General Cash Balance: October \$12,867,482.98 vs. September \$12,883,880.09.
10. Contingency Fund Balance: October \$954,784.93 vs. September \$1,150,189.94.

11. Meadow View Apartments Report: (*Tabled*) September \$7,746.30 vs. August \$7,934.34 Occupancy at 100% YTD (\$21,306.87).
12. Waiting for the State to process the rest of our re-billed claims so that we can apply for our initial settlement.
13. Adopt-A-Resident was well received and we plan on doing again next year! All of our residents were “adopted” and we are quickly receiving the gifts back.
14. Worker’s Comp Renewal came back \$6,000.00 under what our premium was last year. Experience Mod remained roughly the same.

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

Motion to approve the November 2023 invoices and Check Register in the amount of \$743,933.94 made by Fred Harris, seconded by Melissa Zelenak. All yeas, motion carried.

Motion to approve an amendment to 2024 CAR Request with an addition of Phase 2 of the Laserfiche Electronic Document storage project in the amount of \$10,000.00 made by Melissa Zelenak, 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.

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.

**** Reminder to wear Scout T-Shirt to January Meeting for group picture. ****

Motion to adjourn the meeting at 11:00 a.m. made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board