

1/31/2024

The January 2024, Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Wednesday, January 31, 2024 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; Gary Mueller, Member; 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; Cheryl Patton, Meadow Brook Director of Nursing; Marna Robertson, Meadow Brook Administrator; 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 12/14/2023, motion to approve as presented by Melissa Zelenak seconded by Gary Mueller, all yeas, motion carried.

Maureen Clore, MDHHS Director reported to the Board with updates on: 1. Financials – No Expenditures for December, however the State finally paid the outstanding bills except for the \$2,440.00 for the Camp Hayowentha campership. Balance of \$629.20 which will get returned to the County and will be asking for the next \$5,000.00. Maureen did authorize a few payments for December – paid for Adult case pest inspection \$150.00 and Foster youth medical supplies \$110.83. 2. Request for Expenditures - \$5,000.00 gets held back for Board per diem and \$10,000.00 for expenditures to the Social Welfare Act. In 2023 we paid \$4,800.00 in camperships, schools have reached out about covering cost of youth for Drivers Training that would qualify. 3. Received staffing package in Tri-County (Antrim, Charlevoix, Emmet) and have lost 11 positions. 4. MCSSA – Received a letter from Danielle Sirianni, Executive Director she is willing to Zoom for our February Meeting to present to the Board the benefits. After lengthy discussion Board moved to discontinue membership. 5. Statistics – Child Protective Services FY 2024: Complaints Received 32, Complaints Assigned 8, Ongoing Cases 6, Children in Care 2. Adult Protective Services FY 2024: Complaints Received 15, Complaints Assigned 10, Rejected Complaints 5, ILS /ACP 70. 6. Home Schooling Legislation – there is nothing at this time. 7. Maureen updated the Board on the construction project.

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

Board approved support in covering costs of funds for youth for Drivers Training that quality.

Motion to discontinue MCSSA Membership made by Fred Harris, seconded by Gary Mueller, all yeas, motion carried.

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

1. Annual Survey - the State of Michigan conducted our Annual Federal Survey from 1/8/24 – 1/10/24. No deficient practices noted. Citation free Health Survey!
2. Fire Marshall survey was conducted on 1/11/24. We received four (4) minor citations. We have submitted our Plan of Correction with Date Certain of compliance by 3/08/24.
3. Succession Planning is in progress.
4. Last bed-hold in progress and accepted by the State of Michigan until August. We'll plan a worse case scenario if the State of Michigan doesn't approve extension. I'll be discussing with Plante Moran.
5. Finance Team is preparing for upcoming financial audits with Plante Moran.
6. Corporate Compliance – Rhonda and Marna are preparing Business Associate Agreements, Contract and Emergency Preparedness Review to update and overhaul all documentation.
7. First quarter is busy with updates to wireless and email systems. This is to address computer security from recommendations from Common Angle.
8. Paige Windish, Denise Wilks are Team Leaders with our Workforce Grant monies. They are working with a designer to update our breakrooms.
9. Staffing continues to be at critical levels, particularly CNA's. I'm reviewing our current practice of Mandatory OT and that system. It's rough on new CNA hires and I think we can change that practice.
10. I was approached by Spillway Lodge to do a promotional interview, set for 1/24/24.
11. Transportation – as part of a recruitment / retention strategy, what if we provided transportation to work? Looking into formulating a needs assessment to do first.
12. Preparing for presenting Annual Report in April to County Commissioners.

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

1. Respiratory Hygiene (COVID, Influenza, TB)
 - As of today, we have no staff and no residents positive.
 - Currently still in Outbreak through 2/08/24 provided no new positives.
 - Contact tracing to visitors during Christmas and New Year's.
 - Influenza A is in the community – 1 staff member has tested positive.
 - RSV – 1 staff member tested positive.
2. Staffing:
 - Contract Nurse Aides 8 currently in house
 - Contract Nurses 5 currently in house
 - Working with AHSA – recruiting permanent staff placement. Not without a cost but overall a better focus for the Facility moving forward.
 - Struggling with “take Meadow Brook back” mantra for 2024 but still a goal.
 - HR and Nursing are interviewing, orientating and trying to manage new staff.
3. Resident Census:
 - 87 max
 - 84 residents today
 - Admissions going well, increasing Facility census max to 89 on 2/1/2024

- Current focus is on Admission Assessments and Baseline Care Planning as well as discharge planning for smoother and successful transitions. Looking at admit immunizations / permissions / responsible parties.
4. Other:
- New orientation process is an adjustment.
 - No Nursing citations for the most recent annual survey.
 - The Director Magazine – feature article

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

1. Fire / Life Safety Issues: Received 4 very low-level citations and several recommendations from our Life Safety Code Survey. Currently working to resolve all.
2. Physical Plant / Environmental:
 - Working with Keen Solutions on a project to uplift the facility with LED lighting, looking into project cost, expected energy savings and what rebates are available. Possible 2025 CAR – should have more info for the February Meeting.
 - 1/13/24 Snow Storm Recap – all things Maintenance went according to plan. Good Coordination with our snow contractor, recognition to Caleb Swinson and Jacob Collins for handling the outside work. Meadow Brook participated in pre-event planning and coordination with Antrim County Emergency Management.
 - Working with Temperature Control on planning for the basement air handler replacement.
 - Working with Compass Communications to map out and estimate cost of replacement for aging and failing door control power supplies.
 - Meadow View Apartments Elevator issues over the weekend. Over the course of five days there were three different entrapments that had occurred. Thankfully when Kone Service Tech was here to look at what the issues were it happened again so he was able to instantly troubleshoot and repair. The Technician is doing some research on how old the jack is as we may have to replace the elevator hoist unit as it was installed the 1950's. Kone recommends replacing it to a cable car unit which could cost up to \$100,000.00. Alan has already been speaking with Mitch at the County Building for a possible CAR in 2025.
3. Water Management: All is well. Still waiting on Gourdie Fraser on Legionella testing. Recommendation from State Environmental Surveyor to have the testing done as a baseline. Initial rough estimate for materials, lab fees, shipping and labor is \$6,000.00, researching other options currently.
4. Department Update / Staffing Needs: Department is at full staff, all are well.

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

1. Census: November 96.2% vs. October 96.6% YTD 2023 96.2% and Budgeted at 100%.

2. Net Loss/Gain: Net Gain for November \$154,191.00 vs. Net Gain for October \$91,750.00 YTD 2023 (\$2,480,362.00).
3. Cost Per Patient Day for November \$530.01 vs. October \$575.35 YTD 2023: \$600.34.
4. Accounts Receivables Balance: November \$1,131,521.00 vs. October \$1,124,921.00 (28 days).
5. Private Pay Past Due Accounts: November \$4,610.00 vs. October \$8,035.00.
6. Restricted Funds Balances: November \$744,744.06 vs. October \$712,588.50.
7. Depreciation Fund Balances: November \$68,114.15 vs. October \$106,660.24.
8. Meadow Brook Debt Retirement Balance: November \$10,281.56 vs. October \$10,279.03.
9. General Cash Balance: November \$12,470,328.93 vs. October \$12,867,482.98.
10. Contingency Fund Balance: November \$960,144.38 vs. October \$954,784.93.
11. Meadow View Apartments Report: November Net Gain \$6,522.02 vs. October Net Loss (\$1,390.44) Occupancy at 100% YTD \$1,790.00.
12. Archival System is still in process. Scanning is a work in progress for both AP and HIS. Work Flows are being built.
13. Payroll completed W-2's.
14. Gathering materials for the new Audit cycle. Cost Report and Financial Audit.
15. Applied for the Initial Settlement for 2022, all-re-bills for 2022 have been processed by the State.
16. We had a secondary PBJ Audit, sent the Friday before Christmas and completed by 12/29/2023. Waiting for results.
17. Reimbursement Webinar was held today by the State. I will review and bring any new information to the next meeting.
18. We have applied for the last Non-Available Bed Plan – starting February 1, 2024 we will have 89 beds available.

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

Motion to approve the December invoices and Check Register for the total amount paid of \$511,048.90 made by Gary Mueller, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve Resolution #1 of 2024 to write off Contractual Agreements in the amount of \$30,579.74 made by Gary Mueller, seconded by Fred Harris. All yeas, motion carried.

Motion to approve Resolution #2 of 2024 for the transfer of \$635,000.00 to Funded Depreciation account for Capital Appropriation Projects for the year of 2024 made by Melissa Zelenak, seconded by Fred Harris. All yeas, motion carried.

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

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

Discussion on changing the date of the February 2024 Regular Meeting. Decision made to change the date to Thursday, February 29, 2024 at 10:00 a.m.

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

Motion to adjourn the meeting at 12:40 p.m. made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board