

2/29/2024

The February 2024, Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, February 29, 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; Maureen Clore, MDHHS Director; Bill Hefferan, Antrim County Commissioner Liaison; Paige Windish, Meadow Brook Finance Director; Alan Shumaker, Meadow Brook Maintenance Director; 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: Gary Muller, Member

Public Comment: None.

Meeting minutes of the Regular Board Meeting 1/31/2024, 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 January. All camperships have been paid, leaving a balance of \$629.20 which Maureen did submit for the money to be returned to the County. Maureen also submitted a request for first appropriation of 2024 for \$5,000.00. 2. Maureen did request clarification from the Board regarding approving funds for Camperships and Driver's Training – Cost for Drivers Training is approximately \$455.00 per child and \$500.00 per child for Camperships. Criteria families have to be on Medicaid or Food Assistance Program. 3. Senate Bill 498 passed the Senate. 4. Child Welfare received funding for last unfunded position for Social Services Assistant. 5. Money in the technology budget to continue testing for CCWIS program for foster care. 6. Child STAT will be presented in May for Tri County. 7. Was able to fill the position for Assistance Payments with a lady that lives here in Bellaire. 8. Adult Services – just hired a manager. 9. The first ever in history Adult Protective Services Annual Report. 10. Management Team meeting with State Director in Marquette. 11. Home Help Audit Iosco, Benzie and Marquette represented BC1 and did fabulous! 12. Completed intense DEI Anti-Racism Training all leadership in the State had to complete this six-day training.

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

Motion to approve up to \$600.00 per youth for either Campership or Driver's Education training 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 have a cat! She resides on Grass Creek, residents named her "Willow". June McGrath, TR Aide was a big help getting her taken care of.
2. New Policy and Procedure software RLDatix implemented. It is an awesome system, great investment.

3. As part of our I.T. upgrades and cyber-attack risk reduction, Ben will be migrating our Outlook from server base to cloud base. This decision came from the IT Audit we had done with Common Angle.
 - a. April we are slated for upgrading our phone system.
4. We will be parting ways with Sounds Physician Services effective May 1, 2024. We received 60-day notice from them. We will be partnering with Theoria Medical Group.
5. We are taking donations for a Charter Fishing Package for Retirement Gift for Dr. Viall.
6. Break room project moving along. Excited for the upgrades to provide for the staff, respite area, massage chairs, light food service etc.
7. Attended District II Medical Care Facility meeting on February 19, 2024.
8. MCMCFC Long-Term Care Update on Non-Available Bed Plan Extension; Revision of the FY 22 Initial Settlement Plan; Rebilling of Claims; Audit Updates and MDHHS On Line Cost Reporting.
9. MVA Pest Control Treatment – we did find out that one of the tenants on the 2nd floor had potential bed bugs we had Pest Control come in and confirmed. We also took a proactive approach and checked the remainder of the apartments on the 2nd floor and the MVA Lobby. No other apartments were affected. We did pay for the cost of treating the tenants apartment but she is responsible for the cost to treat her vehicle.
10. We made up a Housing Information Brochure to provide to AHSA Staffing Agency to give to traveling Nurse Aides / Nurses coming to the area.

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.
 - Influenza A is in the community – 1 staff member has tested positive and 1 resident.
 - RSV – 0
 - Head Lice – 1 contract staff tested positive yesterday
2. Staffing:
 - Contract Nurse Aides 7 currently in house
 - Contract Nurses 3 / 2 currently in house
 - Working with AHSA again with qualifiers in place.
 - New Dayshift RN – Meadow Brook employee, 3 currently in the CNA Class.
 - HR and Nursing are interviewing, orientating and trying to manage new staff.
 - Carrie Hanser, Unit Clerk is retiring after 15 years. We had 8 internal applicants – moving forward with interviewing 6 of those candidates. Two were eliminated due to poor attendance.
3. Resident Census:
 - 89 max
 - 88 residents today
 - Admissions going well.
4. Other:
 - New orientation process is an adjustment.
 - Equipment - ordered budgeted lifts for all households, ordered budgeted new beds and mattresses for one household (20 beds, 20 mattresses).

- Purchased a portable oxygen concentrator for use on resident appointments.
- New Medical Provider Group for May 2024.
- Electronic Health Records – scanned in resident closed records to laser fische system, working on birth records now.

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

1. Fire / Life Safety Issues: Plan of correction for all 4 citations is progressing well,
2. Physical Plant / Environmental:
 - Renewed Generator Maintenance and Testing contract with Cummins.
 - Working with Brightly software (Worxhub) on two additional modules to work with our current software package. The additions will assist with tracking of PM / Compliance Inspections, facility condition assessment for Capital Planning, Asset Tracking and Management, and will provide interactive PDF mapping and prints of the facility.
 - Kid's Fish Day Planning 4/27/24 9am to 2pm (shortened by 1 hour), participant age raised to 14. We will have approximately 1,000 fish coming from two sources.
 - Upper Pond Fencing install – Week of 2/19/24 weather permitting.
 - Irrigation System Expansion – in the next two weeks weather permitting.
 - Looking at cleaning up the scrappy pines along M88 and planting Blaze Red Maples.
 - Looking at future CAR for upgrading archaic camera system throughout the building and at Meadow View.
3. Water Management: Management and Operations Contract renewed for 2024 year.
4. Department Update / Staffing Needs: Department is at full staff, all are well.

Discussion on the Meadow View Elevator – it is a topic that needs to be discussed. It is estimated at approximately \$150,000.00 to replace the aging unit. Needs to be repaired or replaced by 2028. Marna Robertson will plan discussion on Annual Report and begin information gathering for CAR with the County.

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

1. Census: December 97.1% vs. November 96.2% YTD 2023 96.3% and Budgeted at 100%.
2. Net Loss/Gain: Net Loss for December \$362,563.00 vs. Net Gain for November \$154,191.00 YTD 2023 (\$2,968,426.00).
3. Cost Per Patient Day for December \$602.14 vs. November \$530.01 YTD 2023: \$600.51.
4. Accounts Receivables Balance: December \$1,178,487.00 vs. November \$1,131,521.00 (30 days).
5. Private Pay Past Due Accounts: December \$5,285.00 vs. November \$4,610.00.
6. Restricted Funds Balances: December \$749,313.07 vs. November \$744,744.06.
7. Depreciation Fund Balances: December \$28,846.37 vs. November \$68,114.15.
8. Meadow Brook Debt Retirement Balance: December \$10,284.18 vs. November \$10,281.56.

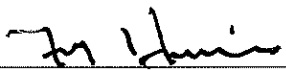
9. General Cash Balance: December \$12,530,030.07 vs. November \$12,470,328.93.
10. Contingency Fund Balance: December \$965,433.26 vs. November \$960,144.38.
11. Meadow View Apartments Report: December Net Loss (\$21,785.43) vs. November Net Gain \$6,522.02 Occupancy at 100% YTD \$1,790.00.
12. Starting to supply audit information for preparation for Financial Audit with Plante Moran.
13. Completing Cost Reporting Audit.
14. Completed Work Comp Audit.

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

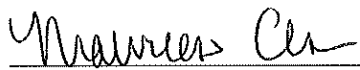
Motion to approve the January invoices and Check Register for the total amount paid of \$917,438.34 made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

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

Motion to adjourn the meeting at 11:45 a.m. made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.



Fred Harris, Chair



Maureen Clore, Secretary to the Board