

3/28/2024

The March 2024 Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, March 28, 2024, at Meadow Brook Meguzee Hall. Fred Harris, Chairman called the meeting to order at 10:01 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; and Rhonda Tomczak, Meadow Brook Administrative Assistant / Acting Secretary for Antrim County Human Services Board.

Absent: Gary Muller, Member; Marna Robertson, Meadow Brook Administrator.

Public Comment: None.

Meeting minutes of the Regular Board Meeting 2/29/2024, 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 February. \$629.20 was returned to the County, current balance is \$0.00. Maureen emailed Mr. Rizzo inquiring about when the County will send the appropriation request to the State as the department still has not received any funding. 2. ACE CAPE Council Annual Spring Conference, April 26, 2024, in Petoskey with keynote speaker Dr. Stephanie Grant (Supporting Children and Strengthening Families). 3. MDHHS launched an application tracker app through MI Bridges in an effort to decrease call volumes to local offices inquiring on application status. 4. PHE Unwind – Medicaid Completed Redeterminations update. 5. Implemented new process if an application is brought in for food in person, an interview must be completed on the spot. This will be a little challenging with the construction that is taking place in Antrim. 5. Construction project if underway at the County Building.

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

Cheryl Patton, Meadow Brook Director of Nursing reported for Marna Robertson, Meadow Brook Administrator with updates on:

1. Deposition for employee lawsuit regarding COVID vaccination separation on 3/15/24.
2. Participated in Emergency Preparedness Drill prep on 3/14/24. We will have our drill on 3/21/24. This will meet CMS compliance. Department Heads participated not knowing what the scenario was going to be. Great opportunity to practice areas of cybersecurity, HVAC failure and phone line failure.
3. Plan of Correction for Life Safety Code survey approved.
4. Meeting with Theoria Medical Group on 3/20/24. Facility information sent.
5. Marna is on vacation 3/22/24-3/31/24.
6. Annual Report will be presented to the County on 4/4/24.
7. Looking into Community Foundation Grants.
8. Plante Moran Benchmarking Report.

MVA Happenings:

Alan discussed these needs with Mitch Barz, Maintenance at the County. We have received an email from Brad Rizzo, County Accountant about submitting needed CAR projects to the County by April 26th.

Small Expense Capital Projects – taken care of within MVA general funds and prioritized.

• Replaced Lobby TV and Entertainment Center.	Completed
• Conversion of MVA corridors, common spaces, stairwell and entryways to LED lighting.	\$12,000.00 Quote from Arndt Electric
• Corridor / Common Space ceiling tile replacement, they are sagging and falling apart. It's beyond time for replacement.	Quote in Progress from Renaissance Builders and Arndt Electric
• Marna suggested last year that she wants to renovate / modernize the Community Room at some point.	
• MVA's parking area is degrading, it is about half crack fill and seal coat at this point, need to remove and repave.	1-3 years \$24,000.00 Quote from Payne & Dolan
• We need to look at purchasing 1 more washer and 2 more replacement dryers. Half of the machines are newer, the other half are ancient and starting to nickel and dime.	

Large Expense Capital Projects – Antrim County

• Replace the hydraulic elevator jack, or entire elevator to meet the 2017 elevator code changes that took effect in 2024.	Estimate for 2026 planning Quote in Progress from Kone
• It has been close to 15 years since the exterior of the building was painted, looking at the condition, it is time for a caulk and paint to preserve the foam fascia material.	Within 3 years Quote in Progress from Bennetts Painting
• Upgrade the fire alarm system, current system is 17 years old and reused many of the previous components.	Within 3-5 years
• We are in the back half of the room membrane lifespan, reroof.	Within 7-10 years

- Replace domestic water supply lines, valving is believed to be 42 years old, unknown pipe age. This will likely become a compliance issue with tightening tolerances of EGLE's Lead and Copper programs.

Prior to 2028

Lengthy discussion on the issues Meadow Brook is having with discharges from Munson discharging patients to other facilities even though they have expressed their desire to be at Meadow Brook and we have availability. The Facility is following up with Munson regarding the stated concerns.

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

1. Respiratory Hygiene (COVID, Influenza, TB)
 - 4 Residents – Outbreak on Cedar River.
 - 2 Staff
 - We will be officially out of the flu season as of 3/31/24.
2. Staffing:
 - Contract Nurse Aides 7 currently in house. We have 7 more coming (4) going to midnights (3) to Day Shift
 - We have (2) LPN contract coming on board.
 - CNA interview yesterday from Gaylord.
 - Received notification of nurse retiring – Ken Zook.
 - Working with AHSA again with qualifiers in place.
 - New Dayshift RN – Meadow Brook employee
 - HR and Nursing are interviewing, orientating, and trying to manage new staff.
3. Resident Census:
 - 89 max
 - 87 residents today
 - Admissions going well.
4. Other:
 - New Medical provider group for May 2024.
 - Working on getting nursing policies updated and entered into Policy Stat (online Facility Policy and Procedure Manual).
 - Continue to work on our Quality Improvement Project – medication reduction.
 - Unemployment hearing today.

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

1. Fire / Life Safety Issues:
 - Life Safety inspection documentation submitted to Fire Marshall for offsite paper review Friday 3/8, Received word back Wednesday 3/13.

“Your documentation was reviewed, and you should receive notice in the coming days. I commend you all for the excellent plan of correction and evidence to support

compliance. The attention to detail that was put into your education material is much appreciated. Please spread your knowledge to other facilities!”

2. Physical Plant / Environmental:

- Brightly Software / Worxhub- meeting with the developer every Tuesday, build out is in progress, current development track is 4+ months, will be a significant time investment on our end.
- Kids Fish Day Planning, 4/27/24 9am-2pm, Planning is progressing with Bellaire Conservation Club, final decision is 1,300 fish.
- Upper Pond Fencing Install - Complete and invoiced, lots of positive comments from the Glacier Hill residents
- Irrigation System Expansion - Complete and invoiced, additional 3 zones added to the north side of the pond.
- Navien Water Heater Issues - 3 Story Building, 4 of 4 replaced and running.
- Working with vendors on the initial steps to some safety and security upgrades, access control estimate is in progress, received the estimate for window security film.

3. Water Management:

- 2024 Monitoring Schedule received from EGLE, we are due for Gross Alpha, Radium, Uranium, PFAS, and Nitrates, a light testing year overall. We will be collecting these samples in the next few months, our Water Operator is waiting for answers to some questions with EGLE.

4. Department Update / Staffing needs:

- Department at full staff, cycling through some spring break vacations end of March- beginning of April.

Discussion on Annual Kid's Fish Day. Increase social media presence, Bill Hefferan, Commissioner Liaison asked for a copy of the flyer to share on the west side of the County. A great opportunity to bring the community to Meadow Brook!

Paige Windish, Meadow Brook Finance Director reviewed with the Board the January 2024 Financial Reports:

1. Census: January 96.6% vs. December 97.1% YTD 2024 96.6% and Budgeted at 92%.
2. Net Loss/Gain: January Net Loss for January (\$185,244.00) vs. Net Loss for December \$362,563.00. YTD 2024 (\$946,244.00).
3. Cost Per Patient Day for January \$549.23 vs. December \$602.14 YTD 2024: \$549.04.
4. Accounts Receivables Balance: January \$1,247,461.00 vs. December \$1,178,487.00 (31 days).
5. Private Pay Past Due Accounts: January \$5,285.00 vs. December \$5,285.00.
6. Restricted Funds Balances: January \$745,736.94 vs. December \$749,313.07.
7. Depreciation Fund Balances: January \$28,906.89 vs. December \$28,846.37.

8. Meadow Brook Debt Retirement Balance: January \$10,286.79 vs. December \$10,284.18.
9. General Cash Balance: January \$13,394,560.29 vs. December \$12,530,030.07.
10. Contingency Fund Balance: January \$970,551.05 vs. December \$965,433.26.
11. Meadow View Apartments Report: January \$6,307.69 vs. December Net Loss (\$21,785.43). Occupancy at 100% YTD \$6,307.69.
12. Cost Report items have been submitted to Plante Moran. Waiting for them to put those together to submit at the end of May.
13. Finance Audit has started and providing materials to Plante Moran. Field work began on March 18, 2024.
14. Workman's Comp Audit – have turned in materials but we have not heard anything back yet.
15. PBJ Audit – We still have not heard anything since Christmas regarding the materials that were turned in.
16. Working on a timeline with Common Angle for our new website build.
17. QAS takeback of (\$234,678.01) completed as of 3/13/2024.
18. Breakroom Renovation is on the move-met with engineers yesterday.
19. Change Healthcare – Cybersecurity incident that happened. When we submit Medicare claims they go through Change Healthcare for us to be paid. They have shut down all activity for Change Healthcare at this moment. Jill is working with Inovalon to submit our Medicare claims a different way. This has affected many different areas across healthcare – we are currently having issues retrieving our Priority Health bills for the same reason. They are denying access to portals and employee information due to the breach. We have been working 44North closely to get our invoices.

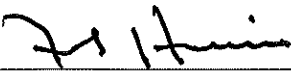
Motion to approve the January 2024 Financial report presented made by Melissa Zelenak, seconded by Fred Harris. All yeas, motion carried.

Motion to approve the February invoices and Check Register for the total amount paid of \$838,175.03 made by Melissa Zelenak, seconded by Fred Harris, all yeas, motion carried.

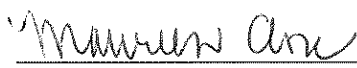
Motion to approve an increase to CAR #5 for 2024 up to \$8,500.00 for the Moffat Oven on Jordan House made by Melissa Zelenak, seconded by Fred Harris, all yeas, motion carried.

Motion to approve the January 2024 Meadow View Apartment Financial report presented made by Melissa Zelenak, seconded by Fred Harris. All yeas, motion carried.

Motion to adjourn the meeting at 11:50 a.m. made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.



Fred Harris, Chair



Maureen Clore, Secretary to the Board