

04/25/2024

The April 2024 Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, April 25, 2024, at Meadow Brook Meguzee Hall. Fred Harris, Chairman called the meeting to order at 10:03 a.m. Those present were Fred Harris, Chairman; Melissa Zelenak, Vice-Chairman; Gary Muller, Member; Maureen Clore, MDHHS Director; Ben McGuire, Meadow Brook Systems Administrator; 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: Bill Hefferan, Antrim County Commissioner Liaison.

Guests Present: Ivy MacNicol , Intern with DHHS

Public Comment: None.

Meeting minutes of the Regular Board Meeting 3/28/2024, 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 March, current balance is \$0.00. Maureen reported she received \$5,000.00 from the County. Reported on encumbered Camperships received (1) for Camp Daggett; (7) Pleasant Valley Bible Camp, (3) students for Courtesy Driving School and (5) campers for Camp Hayo-Went-Ha total \$4,732.50 so far. Maureen also reported that there is a very generous donor that has offered to pay for 6 to 10 foster youth to attend Camp Hayo-Went-Ha. 2. Reported on February statistics on the use of the programs by County. For Antrim (FIP) 17; (FAP) 2,253; (SDA) 3; (CDC) 101; (Medicaid Eligible) 4,208; (Healthy Michigan) 1,883 and (Unduplicated Recipient Total) 6,393. 3. An update on our Public Health Emergency – We have two months to go, and we are 89% there. We have 234,000 cases left to process. 4. Child Welfare Stats from last quarter - At the Statewide Directors meeting there was deep discussion on Complaints received vs assigned and there seemed to be significant disparities. The standardized decision-making tool has been put into place. When we ask for reconsideration now and say no to a referral we really need to investigate if it does not meet criteria from that SDM we don't investigate it. 5. Michigan became the first state to implement kinship care rule for relative's taking in loved ones. 6. Construction update.

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

Marna Robertson, Meadow Brook Administrator reported with updates on:

1. Dr. Viall will be retiring the end of next week, we have a little retirement party planned for him on Friday.

2. Theoria – New Physician Group. We have a new Medical Director and Attending Physician. Please welcome Dr. Dennis Feihel. Letters have been sent to families and residents.
3. The Annual Report was presented to the County Commissioners. MVA comment on rent. See Alan's project list. Marna did bring up needing help with CAR' large budget items Elevator in 2026.
 - a. We have some significant Capital Appropriations that need to be dealt with at Meadow View Apartments and we are trying to be proactive and in touch with the County Accountant.
 - b. Sprinkler System / Fire System that needs to be addressed.
 - c. The elevator must be done in 2026.
 - d. We are raising the rents on annual basis moving forward.
4. Attending NMCAA on April 18th.
5. Meadow Brook Foundation meeting on April 17th at 5:00 p.m.
6. Completed Executive Summary for Emergency Community Tabletop Drill on April 8th. We have met our regulatory requirement.
7. Attended North Central Community College Job Fair in Petoskey on April 3rd.
8. Attended Project Connect on April 10th.
9. Met with Lt. Governor Gilchrist and Northern Lakes Economic Alliance for a Roundtable Discussion on Housing.
10. Breakroom Project – making headway. Finalizing with the team color palates and layout.
11. CMS is moving forward with Minimum Staffing Rule to be implemented 3-5 years. The Rule is mandating 3.48 hours per patient day.

Cheryl Patton, Meadow Brook Director of Nursing Reported on:

1. Respiratory Hygiene (COVID, Influenza, TB) we currently have no positive Staff or Residents.
2. Staffing:
 - a. Continue to have travel agency C.N.A. in house
 - b. Continue to work with AHSA with qualifiers in place.
 - c. New LPN rehired – Kelly Lockman.
3. Resident Census:
 - a. 83 today. Max of 89.
4. Medical Provider / Physician:
 - a. Theoria is our new Medical Group, our new attending physician / Medical Director is Dr. Feihel.
 - b. Dr. Viall's last day is Friday, May 4th. A very sad day for us.
 - c. Theoria uses a lot of technology (texting, remote monitoring, telehealth) we are working thru these as it is a change to our process.
5. Point Click Care – Electronic Medical Record:
 - a. We are also working with our electronic medical records provider to ensure we are utilizing the platform and the modules we are paying for. We are considering adding modules for infection control and a document manager.
6. Minimum Staffing Rule:
 - a. Stated new rule (2-year implementation) is for a minimum of hour per patient day of care at 3.48 hours, we are currently at 5.43.

- b. Wading thru this rule, for direct care by C.N.A., LPN, and RN's we are well above the 3.48 hour required with our internal minimums we staff for.
- c. Another part of the mandate is the requirement to have an RN on site 24/7, this is an area we currently would not meet the requirement on occasion.
- d. There are exceptions in training on this new rule and alter our Facility Assessment and process as required.

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

1. Physical Plant / Environmental:

- Brightly Software / Worxhub – Most PM inspection forms are created, 290 pages of blueprints are submitted and in progress of upload, barcode ID system and asset inventory in progress.
- Kids Fish Day – Pond prep has started.
- Spring Prep and cleanup has started, plow damage has been repaired, lawn has been cleaned.
- Snow Melter boiler project is complete.
- Met with Compass Communications about incorporating facility access controls with a new camera system as a total security system, quote in progress.
- Sewer Issues - Will be looking at a couple of solutions one being possibly quarterly or bi-annually preventative maintenance jetting of our systems, we do have a jetter on site. Also considering an automated water flush system at the end points of some of our lines so that it can wash away any solids and debris out.

2. Water Management:

- 2024 monitoring samples are being drawn this month.

3. MVA:

- Juniper bushes are gone!
- Attended an Elevator Code update training, there are 16 major changes, several impact us.
- Capital Project Quotes obtained to date:
 - Repaving the parking lot (Payne and Dolan)
 - Exterior Power Wash, Caulk and Paint (Bennetts Painting)
 - Ceiling Grid and Tile Replacement (Renaissance Builders)
 - Interior LED lighting upfit (Arndt Electric)
 - Elevator Jack Replacement and modernization to meet code requirements (Kone)

4. Department Update / Staffing needs:

- Department at full staff, all are well.

MVA Elevator

There are 16 major code changes that are going into play in a 4-piece roll out. At least 4 of them will impact us. The modernization MVA's elevator received in 2004 helped us with some, but we will still need to do some things to remain in operation between now and our target date for the big rebuild.

Due by 12/31/2024

Pit Control Switching – We have pit control switching from the 2004 work that was done. What we are working on currently is if it compliant with the new code, being pre-2005. We may need to add functionality to this control system by the end of this year to stay in operation. Cost figure is up to \$10,000.00

Due by 12/31/2025

Machine Room HVAC – The new code dictates that the machine room must have a controlled temperature of 59-89 degrees to keep the equipment from overheating. We can accomplish this by installing a mini split unit, we will not really need the heating aspect, but the cooling for sure. The other option since this machine room is in the center of the structure, below grade, and is all concrete, is a dedicated and continuous ventilation system. Alan is not sure this will work. Alan will need to consult with the State Elevator Inspector and Mechanical Contractors. We do have a vendor coming in next week to assess the project. Cost figure is up to \$20,000.00

Due by 12/31/2027

The car hydraulic cylinder, or hoist jack in the elevator is pre-1972, making it a single bottom unit that must be replaced. This code came about because the housing of these jacks is spontaneously failing due to corrosion weakening the shell, causing the car to fall uncontrollably.

Our control and safety devices are pre-2005, putting them at the end of a 20–25-year lifespan. Previously, they were grandfathered because they were installed so close to the 2005 code change. The new adapted code did away with the grandfathering system, and we will need to change them when we replace the jack in the targeting date of FY2025.

Budget estimate for both items is \$195,000.00.

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

1. Census: February 97.3% vs. January 96.6% YTD 2024 96.9% and Budgeted at 92%.
2. Net Loss/Gain: February Net Gain \$1,800,417.00 vs. January Net Loss for January (\$185,244.00) YTD 2024 \$1,609,273.0).
3. Cost Per Patient Day for February \$766.04 vs. January \$549.23 YTD 2024: \$364.09.
4. Accounts Receivables Balance: February \$1,204,649.00 vs. January \$1,247,461.00 (29 days).
5. Private Pay Past Due Accounts: February \$49,628.55 vs. January \$5,285.00 \$5,285.00.
6. Restricted Funds Balances: February \$745,740.34 vs. January \$745,736.94.
7. Depreciation Fund Balances: February \$664,694.13 vs. January \$28,906.89.
8. Meadow Brook Debt Retirement Balance: February \$10,297.00 vs. January \$10,286.79.

9. General Cash Balance: February \$14,986,559.45 vs. January \$13,394,560.29.
10. Contingency Fund Balance: February \$976,391.06 vs. January \$970,551.05.
11. Meadow View Apartments Report: February (\$5,785.73) vs. January \$6,307.69
Occupancy at 100% YTD \$8,427.86.
12. Finance Audit still in progress – provided all materials. Still answering questions as they come in.
13. Initiated new website build with Common Angle. Paige and Rhonda are going through the current website and figuring out what we want on there. Photographer is coming on May 22nd to take photos of the facility and staff members.
14. Breakroom Renovation – We have received numbers on ordering equipment. Need now to plan with Alan to get the electrical and plumbing complete.
15. Change Healthcare incident is still wreaking havoc for submitting our Medicare claims. We are working with Inovalon and enrolling in a different program to submit claims. We are currently at 3 months outstanding as we have not been able to submit our claims.
16. Will be submitting our MVA CIP requests to the County, they are due by Friday.

Motion to approve the February 2024 Financial report presented made by Fred Harris, seconded by Gary Muller. All yeas, motion carried.

Motion to approve the March invoices and Check Register for the total amount paid of \$723,141.35 made by Gary Muller, seconded by Fred Harris, all yeas, motion carried.

Motion to approve an increase to CAR #2 for AllSpan American Bed Frames to \$100,000.00. Beds came in \$1,500.00 higher than budgeted along with a \$7,000.00 freight charge. We will be saving roughly \$13,000.00 on the lifts and we saved \$3,300.00 with the air mattresses, those savings will go towards the increase for the beds, made by Fred Harris, seconded by Gary Muller, all yeas, motion carried.

Motion to approve Resolution #3 of 2024 for Resident Private Pay write offs in the amount of \$4,345.00 and contractual adjustments in the amount of \$14,354.19. Totaling \$18,699.19 made by Fred Harris, seconded by Gary Muller, all yeas, motion carried.

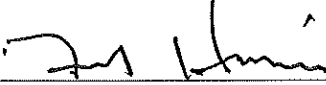
Motion to approve the February 2024 Meadow View Apartment Financial report presented made by Gary Muller, seconded by Fred Harris. All yeas, motion carried.

Board Reviewed Capital Improvement Projects submitted to the County to be placed on the 2024 – 2033 CIP budgeting schedule:

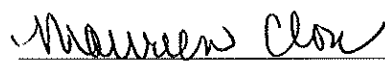
- **2026** CIP New Project – Meadow View Apartments Elevator Update (Kone Elevator) - \$195,000.00
- **2025** CIP New Project – Meadow View Apartments Ceiling Tile Replacement (Arndt Electric and Renaissance Builders combined Quote) - \$38,350.00
- **2025** CIP New Project - Meadow View Apartments Parking Lot and Driveway Repavement (Payne & Dolan) - \$49,420.00
- **2025** CIP New Project – Meadow View Apartments Exterior Painting and Caulking (Bennetts Painting) - \$37,850.00

Motion to approve Resolution #1 of 2024 to establish a percentage of Fund Balance that will be used for Capital Projects made by Fred Harris, seconded by Gary Muller, all yeas, motion carried.

Motion to adjourn the meeting at 12:37 p.m. made by Fred Harris, seconded by Gary Muller, all yeas, motion carried.



Fred Harris, Chair



Maureen Clore, Secretary to the Board