

05/23/2024

The May 2024 Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, May 23, 2024, at Meadow Brook Meguzee Hall. Fred Harris, Chairman called the meeting to order at 10:05 a.m. Those present were Fred Harris, Chairman; Melissa Zelenak, Vice-Chairman; Bill Hefferan, Antrim County Commissioner Liaison; 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: Gary Muller, Member.

Public Comment: None.

Meeting minutes of the Regular Board Meeting 4/25/2024, 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 May, currently encumbered a total of \$4,732.50 in Camperships. The Community Resource Director has committed to three additional kids for drivers training. balance is \$0.00. Maureen reported she received a second appropriation of \$5,000.00 from the County leaving a balance of \$5,267.50. 2. Reported on Medicaid Redeterminations for the Northern5 GeoGoup from June 1, 2023, to April 30, 2024, processed 19,849 with a 99% completion rate. 3. FAME Audit is coming up in June to make sure the County is in compliance with all Federal requirements. 4. Child Stat Presentation on Tri County child welfare data for the past year to Leadership. The focus this year was on permanency in 12 months. For Antrim County we are at 50%. There are only three children in Foster Care. Only two of the three were eligible to go home. The other focus was on the recurrence rate within one year. Last year was 2.27. This year there were two so increased to 4.8 which is still low by national standards of 9.8. 5. State is hosting Summits in each Business Service Center to promote relationships between CMH and DHHS. 6. Moving to an Electronic Visit Verification effective January 1, 2025. 7. Construction update – moving right along, hope to move in by the end of July.

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 with updates on:

1. CMS Finalized Minimum Staffing Rule:
 - a. Review job descriptions for RN's and LPN's to make sure they are consistent and state "available to provide direct resident care."
 - b. RN onsite 24/7.
 - c. Enhanced Facility Assessment Effective 8/8/24 – Need to add Prevailing wage and data analytics will use Department of Labor site.

- d. 3.48 Hours per resident day (HPRD) – working with OnShift to see if software can calculate daily.
 - e. Hardship determination and when to file exemption with CMS.
 - f. Overall Compliance for RURAL – 8/8/27-8/8/29.
- 2. Quality Reporting Program – CMS Payment Incentives:
 - a. MDS Submissions – timely, correct and accepted.
 - b. NHSN Reporting
 - c. QM's – Discharge to Community; 30-day Post Discharge back to facility, Health Care Required Infection Vaccinations.
 - d. Resident Satisfaction Surveys
- 3. MVA:
 - a. Thank you to the Board of Commissioners for approving CIP Projects:
 - i. 2025 Exterior Renovation - \$37,850.00
 - ii. 2026 Parking lot replacement - \$49,420.00 and Elevator \$195,000.00
 - iii. 2027 – Ceiling Tiles - \$38,350.00

MVA Operating Funds will be funding the following project in conjunction with the Ceiling Tile Replacement:

 - i. 2027 LED Lighting Project - \$12,745.00
- 4. CMS – Received refund for overpayment of CMP citation in 2021-2022.
- 5. Recruitment – MediaWorks Checkout TV Ads in Bellaire / Mancelona Family Fare beginning 7/01/2024.
- 6. Professional Photographer was onsite Wednesday to take photos for our new website.
- 7. State QA Advisory Workgroup – attended via Zoom on 5/15/24.
- 8. NMCAA Board Meeting on 5/16/24 – Sharing our Volunteer policies.
- 9. Deposition Meeting in Traverse City on 5/23/24 at 1:00 p.m.

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. Returning seasonal / part-time nurses in place for Summer 2024 and Fall.
 - d. We did have to terminate one Nurse yesterday for failure to follow facility policies with controlled substances.
- 3. Resident Census:
 - a. 87 today. Max of 89.
- 4. Medical Provider / Physician:
 - a. Dr. Feihel is working well with us for the transition in our Medical Director / Provider, he is rounding here on Mondays and Wednesdays.
 - b. Working with Theoria Medical Group in the transition – we have a weekly call to discuss issues and transitional challenges.
 - c. Have added web-based x-ray results and will be adding Lab Results.
 - d. Theoria utilizes a lot of off-site medical monitoring / on call / signature services, we are adjusting to this.
 - e. Theoria states they have hired a Nurse Practitioner for Meadow Brook, will update as more information becomes available.

5. Point Click Care – Electronic Medical Record:
 - a. We have reviewed our current core system with Point Click Care and then reviewed our “add-ons” that we pay for. We noted two areas we wanted to discontinue with a possible third that we are evaluating.
 - b. We reviewed a couple of new “add-ons” they offer and will be proceeding with the Infection Control Module and the Document Manager Module.
 - c. We also added a Bidirectional “add on” that allows us to utilize X-Ray services and Lab services withing the PCC platform (electronic vs. paper / faxing).
6. Lab – Munson Lab / Charlevoix to LabCorp / BFHS:
 - a. We will be switching lab services effective June 24th from Munson Lab / Charlevoix to LabCorp, there are a couple of factors that have pushed us in this direction.
 - i. On-going billing issues causing delays in our billing and ongoing issues.
 - ii. The need for electronic results.
7. Equipment:
 - a. Twenty new beds were delivered and switched out on Orchard Hill.
 - b. Next year we will be looking at beds for Glacier Hill and Grass Creek.
 - c. New Lifts – we are getting all new lifts, but waiting until all of them arrive before we implement and train the staff.
 - i. Old Beds and Lifts – we will be offering to Commission on Aging and other local departments before posting on Marketplace.

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

1. Physical Plant / Environmental:
 - Brightly Software / Worxhub – Inventory of many facility assets in progress, about 350 submitted for upload so far.
 - Kids Fish Day – a huge success, 209 participants this year!
 - Walk-In Freezer Flooring Project 5/29/24.
 - Walk-In Cooler Equipment CAR project 5/29/24.
 - 3 Story Air Handler Project Tracking for mid-June.
 - New grills and flat tops in use in the Courtyards.
 - Sewer – GFL Pollution Control Services - Preventative Maintenance jetting on all our lines at least twice a year. All external preventative maintenance will get done at least once a year.
 - o Preventative Maintenance Service of the sewer grinder across the street – having bearing failure. Received a Quote from Kennedy Industries for replacement \$19,620.00.
2. Water Management:
 - 2024 monitoring samples are complete.

- Working with Gourdie Fraser on our Consumer Confidence Reporting due 7/01/24.
 - Annual backflow prevention device testing scheduled.
3. MVA:
- Window issues in apartments 306, 307, 309 going back and forth between the vendor / installer and the factory service / warrantee representative.
 - Capital Projects:
 - o Repaving the parking lot (Payne and Dolan) 2026 County CIP
 - o Exterior Power Wash, Caulk and Paint (Bennetts Painting) 2025 County CIP
 - o Ceiling Grid and Tile Replacement (Renaissance Builders) 2027 County CIP
 - o Interior LED lighting upfit (Arndt Electric) 2027 MVA Capital
 - o Elevator Jack Replacement and modernization to meet code requirements (Kone) 2026 County CIP
4. Department Update / Staffing needs:
- Department at full staff, looking at some summer vacations coming soon.

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

1. Census: March 96.0% vs. February 97.3% YTD 2024 96.6% and Budgeted at 92%.
2. Net Loss/Gain: March Net Gain \$20,644.00 vs. February Net Gain \$1,800,417.00 YTD 2024 \$919,418.00).
3. Cost Per Patient Day for March \$541.40 vs. February \$766.04 YTD 2024: \$639.27.
4. Accounts Receivables Balance: March \$1,310,763.00 vs. February \$1,204,649.00 (32 days).
5. Private Pay Past Due Accounts: March \$13,323.95 vs. February \$49,628.55.
6. Restricted Funds Balances: March \$745,743.52 vs. February \$745,740.34.
7. Depreciation Fund Balances: March \$641,706.43 vs. February \$664,694.13.
8. Meadow Brook Debt Retirement Balance: March \$721,275.98 vs. February \$10,297.00.
9. General Cash Balance: March \$14,360,322.58 vs. February \$14,986,559.45.
10. Contingency Fund Balance: March \$981,545.02 vs. February \$976,391.06.
11. Meadow View Apartments Report: March Net Gain \$3,737.51 vs. February (\$5,785.73) Occupancy at 100% YTD \$16,766.05.
12. Finance Audit – nearing the end. Paige has a call with Plante Moran today at 3:00 p.m. to discuss our settlements and other questions they have.
13. New website build is in progress, much of the Meadow Brook website is completed. We are just now working on the Foundation and Meadow View Apartment builds. We had our photography session yesterday and that went super well! She was fantastic!
14. Breakroom renovations – still waiting for approvals from the State and engineers on our renovations.
15. Change Healthcare – Jill has been able to submit some claims for Medicare Part A. They are slowly coming along, and she has been in contact with Inovalon to resolve issues that have come up.
16. We terminated the contract with Munson Lab – we will now work with LabCorp. Sent an email to admin at Munson outlining all the troubles we have had with them.
17. Received 2022 State of Michigan audit adjustments from the auditor yesterday. There was about \$40,000.00 in unallowable costs. Adjustments still put us over the allowable limits.

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

Motion to approve the April invoices and Check Register for the total amount paid of \$808,502.08 made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve an increase to CAR #7 for the new 25# washer for Laundry. All the prices went up since quotation last year at budgeting time. We budgeted for a slight increase, but GNR increased their labor significantly in the quote from last year, not to exceed \$10, 500.00, made by Melissa Zelanek, seconded by Fred Harris. All yeas, motion carried.

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

Motion to adjourn the meeting at 11:53 p.m. made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board