

06/27/2024

The June 2024 Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, June 27, 2024, at Meadow Brook Meguzee Hall. Fred Harris, Chairman called the meeting to order at 10:04 a.m. Those present were Fred Harris, Chairman; Melissa Zelenak, Vice-Chairman; Gary Muller, Board Member; 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; 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 5/23/2024, 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 June, currently encumbered a total of \$4,732.50 in Camperships. We do have the potential for three more kids to take Driver's Education. 2. 2023 Annual Report highlights – Medicaid Redeterminations June through December over 13,000 were completed. By April 2024, almost 20,000 have been completed and remain on track and 100% for every month. Significant decrease in the amount of folks receiving food assistance as well as the amount of monies that they received. Continue to support MANNA distributing protein shakes to area Food Pantries. Child Welfare remains busy. We are losing one CPS worker to Charlevoix / Emmet because of staffing. 3. Finished our FAME Audit. Only received 1 citation in all of 5 Counties on unearned income notices. 4. We have almost reached our Foster Home Licensing goals - 5 out of 7 homes licensed. 5. On June 15th, our BCS1 Staff participated in World Elder Abuse Awareness Day by assisting in a painting party with Meadow Brook residents. Great time for everyone! 6. Step Challenge Walking to End Abuse – 2 million steps in a month by entire Antrim / Charlevoix / Emmet Group. 7. Construction Update – Opening slated for July 17th!

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

Marna Robertson, Meadow Brook Administrator reported with updates on:

1. Finance Audit completed for 2023. Paige sent to County Accountant, Brad Rizzo. Sent Plante Moran meeting dates for August to come up and present. Paige is working on the interim budget and will have it for the July Board meeting.
2. Village Water and Sewer increases from their State Mandate regarding water management. Alan and I will be attending the Village Meeting in July. We are budgeting double to triple increases.
3. CMS Memo – QSO-24-13-NH Revised Guidance for LTC Facility Assessment Requirements - CMS issued new guidance for the Facility Risk Assessment. Working on

adding the necessary components to make sure we are compliant. We will have the update for September's QAPI and Board Meeting approval.

4. Attended Spring Conference - 6/10-6/13. Legislative news: HB 717 Granny Camera's on hold for now.
5. Identix – In the process of becoming an IdentGO partner to offer fingerprinting services not only for onboarding our own staff but as a service to the community.
6. New Phone system is scheduled to begin installation week of June 17, 2024.
7. The new website is now live!
 1. Paige will do a presentation of the new website following her report.
8. Finalizing break room projects this summer, slight delay with bigger breakroom due to lack of Engineering review by electrical.
9. We are looking internally at our recruitment and retention. Starting a Retention Workgroup to take a deeper dive in to our Orientation process and how we can improve our process and retain!
10. Looking at AI Scrubber – it looks at MDS's and our Billing and it analyzes it tell you if we have met all of our criteria, so we get reimbursed timely.
11. Robots – Looking to the future, they can deliver meal trays to the residents. There is a lot of technology coming that helps with monitoring patients and then notifying the staff (Room 7 O2 stats are low, or Room 10 Resident has fallen).
12. Great Lakes Marketing report on Resident Satisfaction Survey hot off the press. Will review and report at next month's meeting.

Marna Robertson, Meadow Brook Administrator presented the Nursing Department report on:

1. Respiratory Hygiene (COVID, Influenza, TB):
COVID 19:
 - 0 Staff
 - 0 Residents
2. Staffing:
 - 18+ travel C.N.A 's and travel Nurses currently in house
 - Seasonal / Part-Time nurses in place for Summer and Fall
3. Resident Census:
 - 89 max
 - 87 residents today
4. Medical Provider / Physician:
 - We continue with our transition to Theoria / Dr. Feihel as our Medical Director / Provider, he is rounding here on Mondays and Wednesdays.
 - Weekly calls continue with Theoria representative to discuss issues and transitional challenges.
 - Theoria utilizes a lot of off-site medical monitoring/on call/signature services, we are adjusting to this.
 - Anxiously awaiting the Theoria nurse practitioner for onsite visits as promised. We need this for compliance.
5. Lab Services:
 - We have switched from Munson Medical Lab/Charlevoix to LabCorp/BFHS as of June 14, 2024.
6. National Nurse Aide week was Celebrated:

- June 17th- 20th 2024
 - Pizza x2 and Cake
 - Big Thank You's to the C.N.A's
7. Certified Medication Aides:
 - NCMC has the Medication Aide program available in Fall 2024.
 - We have begun internal inquiry from C.N.A staff interested in certification.
 - Meeting set for Admin team to begin developing pay scale, qualifiers, and selection of candidates.
 - I am working on the job description addendum and work flow / process.
 8. State of Michigan:
 - Surveyor in 6/18/24 to review Facility Reported Incident involving resident fall, no issues, complimentary of the process. Case Closed.
 9. New Resident Lifts:
 - Lifts are here and in use as of June 17, 2024!

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

1. Village of Bellaire – Marna and Alan will be attending the July 17th Council meeting. Bellaire has acquired a grant for Waste Water Upgrade – a standard residential customer with a 5,000 gal per/month usage will see an approximate 20% increase. Lengthy discussion on the potential fiscal impact and the options available to Meadow Brook.
2. Physical Plant / Environmental:
 - a. Brightly Software / Worxhub - Reviewing Asset Inventory.
 - b. Walk-In Freezer Flooring Project 5/29/24, complete and invoiced. No issues encountered.
 - c. Walk-In Cooler Equipment CAR project 5/29/24, complete and invoiced. No issues encountered.
 - d. 3 story Air Handler Project - Manufacturer states unit will ship late June.
 - e. Building Wash – Scheduled for early July.
3. Water Management:
 - a. Working with Gourdie Fraser on our Consumer Confidence Reporting due 7/1/24. Planned submission week of 6/17/24.
 - b. Annual Backflow Prevention device testing completed. Out of 28 total units, 5 failed testing, 4 repaired / rebuilt, 1 replaced.
 - c. Sewer Rate increase for 2025 per Village of Bellaire. Will be attending July Council meeting for further details.
4. MVA:
 - a. Window issues in apartments 306, 307, 309, All Complete.
 - b. Capital Projects:
 - i. Exterior power wash, caulk, and paint (Bennetts Painting) 2025 County CIP, Project scheduled for May/June 2025, will be requesting a deposit check in April 2025.
5. Department Update / Staffing needs: Department at full staff, all are well.

6. Crown Rust Proofing – Sprayed our entire fleet. The company offers a guarantee that you buy a new vehicle within 6 months of purchase, and you have all your annual service done. They will guarantee no rust for 25 years, or they will repair and their expense.
7. We had a drain failure on our storm sump system that services glacier hill roof and yard drains. The manifold that ties the pumps to the discharge line broke causing the pump system to not discharge water and 50,000 gallons of water to overwhelm the system. Maintenance used our high-volume trash pump to draw the system down before it was able to flood Glacier short hall and keep the system at a normal working level until the plumbers were able to rebuild the manifold and return us to normal operation.

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

1. Census: April 94.8% vs. March 96.0% YTD 2024 96.1% and Budgeted at 92%.
2. Net Loss/Gain: April \$57,026.00 vs. March Net Gain \$20,644.00 YTD 2024 \$976,444.00.
3. Cost Per Patient Day for April \$551.78 vs. March \$541.40 YTD 2024: \$548.74.
4. Accounts Receivables Balance: April \$1,429,684.00 vs. March \$1,310,763.00 (35 days).
5. Private Pay Past Due Accounts: April \$29,139.95 vs. March \$13,323.95.
6. Restricted Funds Balances: April \$745,746.92 vs. March \$745,743.52.
7. Depreciation Fund Balances: April \$588,893.90 vs. March \$641,706.43.
8. Meadow Brook Debt Retirement Balance: April \$10,789.23 vs. March \$721,275.98.
9. General Cash Balance: April \$14,314,580.03 vs. March \$14,360,322.58.
10. Contingency Fund Balance: April \$989,067.62 vs. March \$981,545.02.
11. Meadow View Apartments Report: April Net Gain \$3,879.29 vs. March Net Gain \$3,737.51 Occupancy at 99% YTD \$19034.05.
12. Finance Audit – Completed. Nick Maeder will be presenting at the August meeting tentatively on Teams. We are expecting to have some settlements next year when we rebill for 2023 year.
13. New website for Meadow Brook and the Meadow Brook Foundation completed. Now working on Meadow View Apartments. Common Angle has been great to work with!
14. Breakroom Renovation – Moving forward on the Respite Room. Some materials are being delivered in the next couple of weeks. Flooring and paint will be done first and then the kitchenette will be put in.
15. Jill has been able to finally submit Medicare claims, we are starting to receive payments on those, and our receivables will clean up significantly with the next couple of financial reports.
16. Budget 2025 has begun – we will be budgeting again for 113 beds in hopes of opening Lakeshore. We are also looking into MERS payments and paying an extra percentage each month for the 2025 year. Tentative 3% wage increase. Will have a draft budget for July meeting.
17. Laserfische workflow is in progress. We have the AP process built out, but we need to change some other processes to make it flow better.

Motion to approve the April 2024 Financial report presented made by Gary Muller, seconded by Melissa Zelenak. All yeas, motion carried.

Motion to approve the May invoices and Check Register for the total amount paid of \$875,696.92 made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve the April 2024 Meadow View Apartment Financial report presented made by Melissa Zelenak, seconded by Gary Muller. All yeas, motion carried.

Motion to adjourn the meeting at 12:18 p.m. made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board