

07/25/2024

The July 2024 Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, July 25, 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; 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; and Marna Robertson, Meadow Brook Administrator

Absent: Cheryl Patton, Meadow Brook Director of Nursing.

Public Comment: None.

Meeting minutes of the Regular Board Meeting 6/27/2024, motion to approve as presented by Gary Muller seconded by Fred Harris, all yeas, motion carried.

Maureen Clore, MDHHS Director reported to the Board with updates on 1. Financials - \$1055.00 in expenditures for June all for driver's education for students. Requested payment assistance for a foster parent to maintain a young, developmentally behind child in an early learners' program. Requested payment for \$160.00 that mother had already paid and another \$480.00 to maintain the youth in the program for the rest of the summer. 2. Provided stats for CPS, FC and Adult services. There has been an uptick in CPS and three children came into foster care in May. 3. Antrim County has a signed Child Abuse and Neglect Multidisciplinary Team Protocol. This is a mandate from the State of Michigan. Prosecutor's Office, Law Enforcement, CMH and DHHS all are required participants. 4. Food Assistance and State Emergency Relief reads are going well for GeoGroup. 5. Working with the County and some other community partners on a jail simulation project for the fall. 6. The Elder Justice Summit in Mt Pleasant was very insightful. Presentations regarding guardianship diversion and the development of a Multi-Disciplinary Team for adult cases were discussed. Great opportunity for Antrim County with a new Prosecutor coming on board. 7. Construction Update - MDHHS is making a site visit to see the progress of the renovations today.

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

Motion to approve request for Early Learners Program expenditure request for reimbursement of day care costs made by Melissa Zelenak, seconded by Fred Harris, all yeas, motion carried.

Marna Robertson, Meadow Brook Administrator reported with updates on:

1. Reported to State of Michigan - FRI Misappropriation of funds.
2. Facility Risk Assessment revised and posted on our website.
3. Marna reported on the status of the Break Room renovation.
4. Retention Workgroup is having kick off meeting on August 6th.
5. Alan Shumaker and Marna attended the Bellaire Village meeting on July 17, 2024.
6. Engineering is looking at plans for break room renovation.

7. Received quotes for upgrading our Closed-Circuit TV System and updating our security system / card readers.
8. QAPI - Starting Retention subcommittee - first meeting is being held on August 6, 2024.
9. The New Meadow View Apartment website is now live! www.mvaseniorliving.com
10. Meadow View Apartment Tenant Meeting Minutes 6/26/24.

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:
 - Agency Staff currently in house: RN (5) LPN (5) C.N.A. (15)
 - Seasonal / Part-time nurses in place for Summer and Fall
3. Resident Census:
 - 89 max
 - 85 residents today
4. Medical Provider / Physician:
 - We have our Nurse Practitioner from Theoria, she is currently rounding 3 days per week and continues to train with Dr. Feihel.
5. Certified Medication Aides:
 - NCMC has the Medication Aide Program available in Fall 2024.
 - We have begun an 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.
 - Cheryl is working on the job description addendum and work flow/process.
6. State of Michigan:
 - Facility Reported Incident on 7/11/24 for Misappropriation of Funds
7. 2025 Budget Requests Submitted
8. Subpoena received from State of Michigan on 7/12/24 for nurse termination.

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

1. Physical Plant / Environmental:
 - 3 Story Air Handler Project - Unit now delayed due to a component back order, new ship date projected is 8/1, will be servicing and high demand testing the Daikin systems for the 3 story prior to decommissioning the old unit
 - Building wash - Awaiting Contractor scheduling.
 - Summit Fire completed the Fire Suppression Annual Inspection, all devices passed testing, will be looking into replacing the dry system valve chamber soon.
 - Looking at the price to replace the siding on the white barn, it has some holes and rot, stay tuned for a CAR.
 - Compass Communications submitted quotes for the already approved (CAR) Closed Circuit TV upgrade for \$170,217.50.

- Compass Communication also submitted a quote for upgrading our key code door security system to a card reader system (Accutech Access with Wiring and Power Consolidation) in the amount of \$393,288.50.
- 2. Water Management:
 - Consumer Confidence Reporting - Complete and distributed. Copy attached to this report.
 - Village of Bellaire sewer rate update and Village of Bellaire Resolution #14 of 2024.
- 3. Department Update / Staffing needs:
 - Department at full staff, all are well.

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

1. Census: May 96.3% vs. April 94.8% YTD 2024 96.2% and Budgeted at 92%.
2. Net Loss/Gain: May Net Gain \$50,833.00 vs. April \$57,026.00 YTD 2024 \$1,027,006.00.
3. Cost Per Patient Day for May \$573.48 vs. April \$551.78 YTD 2024: \$553.84.
4. Accounts Receivables Balance: May \$1,407,946.00 vs. April \$1,429,684.00 (35 days).
5. Private Pay Past Due Accounts: May \$12,797.95 vs. April \$29,139.95.
6. Restricted Funds Balances: May \$764,934.59 vs. April \$745,746.92.
7. Depreciation Fund Balances: May \$411,472.87 vs. April \$588,893.90.
8. Meadow Brook Debt Retirement Balance: May \$10,802.94 vs. April \$10,789.23.
9. General Cash Balance: May \$14,126,572.90 vs. April \$14,314,580.03.
10. Contingency Fund Balance: May \$993,967.73 vs. April \$989,067.62.
11. Meadow View Apartments Report: May (Net Loss) \$4,183.58 vs. April Net Gain \$3,879.29 Occupancy at 98% YTD Net Gain 3,755.18.
12. Meadow View Apartments website is now live! www.mvaseniorliving.com
13. Breakroom Renovation – Flooring came in and installation will take place beginning of August. Food Service Equipment was ordered on July 24, 2024.
14. Continuing to work on the Laserfische workflow for AP, along with looking at our current ordering process.
15. We have received the initial CPE Settlement of \$1,385,011.00 for the 2023 cost report period.
16. We had our initial FY2023 Cost Report settlement takeback of \$136,146.00.
17. Discussed in depth the Quotes for the card readers.

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

Motion to approve the June invoices and Check Register for the total amount paid of \$802,920.26 made by Fred Harris, seconded by Gary Muller, all yeas, motion carried.

Motion to approve Resolution #4 of 2024 to adjust Accounts Receivable for contractual adjustments and write offs for Quarter 2 of 2024 in the amount of \$49,692.18 made by Fred Harris, seconded by Gary Muller, all yeas, motion carried.

Motion to approve the 2025 Interim Budget for \$20,990,272.00 and the Interim CAR Requests for 2025 \$451,300.00 (these will not be final until October) made by Melissa Zelenak, seconded by Fred Harris all yeas, motion carried.

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

Motion to approve the 2025 MVA Budget for \$153,705.00 made by Gary Muller seconded by Melissa Zelenak all yeas, motion carried.

Board discussion regarding annual rent increase of 3% or 5% at MVA. Paige Windish, Meadow Brook Finance Director indicated that she budgeted for a 3% for January 2025. The board agreed this was sufficient since the option for cable had been discontinued.

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