

08/22/2024

The August 2024 Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, August 22, 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; 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, Board Member; Bill Hefferan, Antrim County Commissioner Liaison

Guests Present: Nick Maeder and Alex Toblin, Plante Moran

Public Comment: None.

Meeting minutes of the Regular Board Meeting 7/25/2024, 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 - \$3,877.50 in expenditures for Camperships. Balance of \$5,067.50 for the year. Request for expenditures: Foster Youth with severe special needs and in order to keep him in placement need additional \$150.00. Also, request for support of the Annual Foster Family Picnic in the amount of \$600.00. The Foster Family Picnic is September 7th at Hungry Ducks Farm in Charlevoix 11am to 2pm. 2. Hosting all of the BSC Directors (14 in total) September 9th and 10th. 3. On September 12th we will be having our annual All Staff Picnic. 3. Participating in the Jail Release Simulation Program to help community partners, community agencies in particular, understand the barriers to people coming out of both jail and prison and what that looks like, particularly in a rural county, you know, so if you have to go so your probation officer or get drug screened or the busing, the dealing with the department, you know, you don't need to come out of jail. 4. Partnering with Universities to help promote \$5,000 stipend that go through Social Work Program (MSU, Central, Wayne State, U of M and Western). 5. AP Stats: Significant decrease in unduplicated recipient totals due to Medicaid redeterminations. There has not been a decrease in food assistance or other programs. We are under 7,000 overdue tasks – this is a huge accomplishment for our staff. In December we had 12,000 and as mid-August we are down to 7,000. 6. Our Michigan Youth Opportunities Initiative Program has 20 youth in our five counties. 7. Data for Child Welfare and we are doing fantastic in maltreatment and care- not seeing any increase. Going to continue to focus on recurrence numbers.

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

Motion to approve expenditure for Foster Youth special needs equipment in the amount of \$150.00 made by Melissa Zelenak, seconded by Fred Harris. All yeas, motion carried.

Motion to approve expenditure for Foster Family Picnic support in the amount of \$600.00 made by Fred Harris, seconded by Melissa Zelenak. All yeas, motion carried.

Nick Maeder and Alex Toblin, Plante Moran presented the 2023 Audit findings.

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

1. Census: June 94.5% vs. May 96.3% YTD 2024 95.9% and Budgeted at 92%.
2. Net Loss/Gain: June Net Loss (\$68,590.00) vs. May Net Gain \$50,833.00 YTD 2024 \$958,687.00.
3. Cost Per Patient Day for June \$576.28 vs. May \$573.48 YTD 2024: \$557.48.
4. Accounts Receivables Balance: June \$1,173,696.00 vs. May \$1,407,946.00 (30 days).
5. Private Pay Past Due Accounts: June \$34,083.61 vs. May \$12,797.95.
6. Restricted Funds Balances: June \$764,944.12 vs. May \$764,934.59.
7. Depreciation Fund Balances: June \$332,492.28 vs. May \$411,472.87.
8. Meadow Brook Debt Retirement Balance: June \$10,816.22 vs. May \$10,802.94.
9. General Cash Balance: June \$14,251,406.70 vs. May \$14,126,572.90.
10. Contingency Fund Balance: June \$999,103.80 vs May \$993,967.73.
11. Meadow View Apartments Report: June Net Gain \$2,034.16 vs. May (Net Loss) \$4,183.58 Occupancy at 98% YTD Net Gain \$6,189.34.

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

Motion to approve the July invoices and Check Register for the total amount paid of \$739,613.46 made by Melissa Zelenak, seconded by Fred Harris, all yeas, motion carried.

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

Motion to approve the CAR #16 for 2024 Employee Breakroom Project \$40,980.00 made by Fred Harris, seconded by Melissa Zelenak, all yeas motion carried.

Motion to approve the MVA June 2024 Financial Report made by Melissa Zelenak, seconded by Fred Harris, all yeas, motion carried.

Marna Robertson, Meadow Brook Administrator reported with updates on:

1. Recently had sewer issues on Glacier Hill and Cedar River, 19-hour ordeal - plumbers came in, we are at a point we need to act. Alan is talking with our plumber to design an auto flushing system every 15-20 minutes. We are also contracting with Hot Shots and another vendor quarterly douche the system. We have to replace the piping in the last 4 rooms on Cedar before the S Curves. This will be put into an emergency CAR.
2. We have contracted with Identix for federal fingerprinting – we will be a host site for the community. There is only 3 in the State of Michigan. Business Office staff is completing the training.
3. Retention Workgroup – Developing a PowerPoint and will be having Townhall Meetings for the Nursing Staff – that is our main focus at the moment. We need to make it clear to

the staff that retention is everyone's responsibility. This is part of the CMS Mandate for Nurse Staffing Requirements, and we have a file started for documentation of our efforts.

4. Legal Matters: Settled out with Grenke case. McDaniel case just completed deposition. Waiting to here on the next steps or possible settlement hearing. New EEOC case regarding discrimination complaint on employee that quit within her probationary period.
5. Quality Measures – We redid some of the metrics for the QM's and when the quality measures came out our numbers went down. We looked at the areas that impacted our numbers. We need to change how we are coding
6. Paige and Rhonda are working on a new round of commercials – taking the focus off of Scout and it is going to catch you in the feels. Focusing on community and more of what we do internally and how we bridge the gap between family and residents. Also changing our strategy and not doing advertising during the middle of the week and will be streaming during college football and NFL Sundays along with Peacock streaming.
7. Scout – Producer from Los Angeles was here and met Scout, wants to do a screen play on his story and do a movie.
8. State Licensing Consulting Service will be coming in and doing Care Plan survey in November.

Cheryl Patton, Meadow Brook Director of Nursing presented the Nursing Department report on:

1. Respiratory Hygiene (COVID, Influenza, TB)
Covid 19
2 Staff
0 Residents
2. Staffing:
 - Agency Staff currently in house: Nurses (9) C.N.A. (11)
 - Seasonal / Part-time nurses in place for Summer and Fall
3. Resident Census:
 - 89 max
 - 87 residents today
4. Medical Provider / Physician:
 - Continuing to work through issues with Theoria.
 - We are going to reinstitute our internal Clinic Email process in hopes to improve communication and follow-up.
5. Certified Medication Aides:
 - NCMC has the Medication Aide Program available in Fall 2024.
 - We have one C.N.A Jeremy Feenan to start the program.
 - 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. This incident has been closed and no citation received.
7. Received a subpoena on 7/12/24 from the State of Michigan regarding a nurse that we separated employment with. Transmission of documents have been completed.

8. Five Star Workgroup initiated to review recent QM posting on Nursing Home Compare regarding 2-star rating on Quality Measures that we received. Workgroup formed to review QM and formulate performance improvement plan.
9. Meadow Brook received a plaque for a Citation Free Survey at the NADONA Conference and Cheryl received a plaque for excellence in service and dedication to the long-term care continuum.
10. Cheryl has been appointed position as a Board Member on the Area Agency on Aging Board.

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 – Temperature Control has received tracking information tentatively looking at 2nd or 3rd week of September for installation if all the parts arrive on schedule. Having T-Control come in and perform a health and wellness check on the Daiken system then will proceed with the installation.
 - Building Wash – Expecting them next week to do touch ups this year and then scheduled for a full facility wash next year.
 - White Barn Siding – Starting to put out for bid. Looking to reside the entire structure to match our building.
 - Appliance breakdowns and failures – ordered two new dryers and a household washer. Researching dish machines, we have had 39 dishwashers go down this year.
2. Water Management:
 - EGLE water system materials inventory – working with GFA to complete.
 - Village of Bellaire sewer billing update – Alan submitted 16 months of monthly operating reporting. They have now rebilled us and have heard that they have a new billing process combining Meadow Brook and Meadow View water usage.
 - Sewer Issues – Working on preventative maintenance jetting, changing products, making a couple of repairs to the piping; putting in a new auto flush system so we can get a title volume through the line system to push everything out to the big mains.
3. Department Update / Staffing needs:
 - Outside Maintenance tech is on Medical Leave probable return for snow season.
 - Looking into focused training options for Maintenance staff to enhance background knowledge existing staff and speed onboarding of potential new hires.

Motion to adjourn the meeting at 12:10 p.m. made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board