

09/26/2024

The September 2024 Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, September 26, 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; Maureen Clore, MDHHS Director; Bill Hefferan, Antrim County Commissioner Liaison; Ben McGuire, Meadow Brook Systems Administrator; Paige Windish, Meadow Brook Finance Director; Alan Shumaker, Meadow Brook Maintenance Director; Marna Robertson, Meadow Brook Administrator; Cheryl Patton, Meadow Brook Director of Nursing and Rhonda Tomczak, Meadow Brook Administrative Assistant / Acting Secretary for Antrim County Human Services Board.

Absent: Gary Muller, Board Member;

Guests Present: Ruby Rainey, Meadow Brook resident.

Public Comment: None.

Meeting minutes of the Regular Board Meeting 8/22/2024, motion to approve as presented by Melissa Zelenak seconded by Fred Harris, all yeas, motion carried.

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

1. Census: July 98.4% vs. June 94.5% YTD 2024 96.3% and Budgeted at 92%.
2. Net Loss/Gain: July Net Gain \$1,438,767.00 vs. June Net Loss (\$68,590.00) YTD 2024 \$2,397,454.00.
3. Cost Per Patient Day for July \$515.17 vs. June \$576.28 YTD 2024: \$551.16.
4. Accounts Receivables Balance: July \$1,268,582.00 vs. June \$1,173,696.00 (30 days).
5. Private Pay Past Due Accounts: July \$4,110.49 vs. June \$34,083.61.
6. Restricted Funds Balances: July \$764,947.42 vs. June \$764,944.12.
7. Depreciation Fund Balances: July \$329,797.12 vs. June \$332,492.28.
8. Meadow Brook Debt Retirement Balance: July \$10,829.96 vs. June \$10,816.22.
9. General Cash Balance: July \$15,432,500.77 vs. June \$14,251,406.70.
10. Contingency Fund Balance: July \$1,004,489.77 vs. June \$999,103.80.
11. Bond Debt Retirement Fund Balance: July \$651,947.50.
12. Meadow View Apartments Report: July Net Gain \$1,271.36 vs. June Net Gain \$2,034.16 Occupancy at 98% YTD Net Gain \$7,460.70.
13. October Bond Transfer has been made for the October payment. Amount is \$113,800.00.
14. Updating 2025 Budget with the new Medicaid and QAS rates that we received on 9/25/2024.
 - a. MA Rate is \$447.81 – increased \$33.72
 - b. QAS is \$58.41 – increased \$2.00
15. With that being said, after discussion with Marna Robertson, we are going to keep the Private Pay rate the same for the 2025 fiscal year. We still have a \$62.19 spread which gives us enough leeway if there is another increase in throughout the 2025 year.
16. Just met without insurance rep from 44North – she will be quoting the “Blues” to us as our Priority Health increased 26% this year.

17. We are preparing for year end – making sure things are in order for W-2's and things of the like.
18. We are registered for the Fall Festival Decorating contest. We will have our exhibit up by the road next week!
19. We are scheduled for our next commercial shoot on October 18th. We are super excited for the direction that we are going with.
20. Breakroom Project update – kitchenette will be installed today.
21. Applied for Wheelchair Washer UV Lamp Grant through Michigan Public Health Institute Grant.

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

Motion to approve the August Invoices and Check Register for the total amount paid of \$686,532.75 made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

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

Maureen Clore, MDHHS Director reported to the Board with updates on 1. Financials - \$1,418.02 in expenditures for Foster Family Picnic and Foster Youth Medical needs. Balance of \$3,649.48 for the year. No request for expenditures. 2. CPS Manager on Medical Leave. Currently have 2 vacancies in the Tri-County. Only filling one of those vacancies due to no staffing allocation. 3. Notified that the Charlevoix County Prosecutor, has secluded himself from representing the Department. Now have contracted attorney for representation from Alpena. 4. Annual Foster Family Picnic went well. 5. Changes coming to the State Emergency Relief Program – 1 SER will be given per season in one lump payment. 6. Northern5 Geo Group Stats - Calendar year to date assisted with 8,757 families with meals; 825 family with daycare; 29,973 individuals with access to medical care; 555 families with housing and energy emergencies and 169 families with cash assistance. 7. Adult Services Staff (5) attended NAPSA Conference in Mexico; (3) will be attending the NAPSA Conference in Texas geared towards front-line staff, and we are having our Annual All Staff Meeting in Escanaba focusing on Guardianship Diversion and Trauma training for adults. 8. Maureen will not be at the October Board Meeting. 9. One more final walk through of the construction project.

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

Cherl Patton, Meadow Brook Director of Nursing reported on behalf of Marna Robertson, Meadow Brook Administrator reported with updates on:

1. Preparing for Union Negotiations - Review of contract for any changes will send to legal counsel for review.
 - a. Meeting with 44 North on 9/25 to review Priority Health premiums.
2. Identix – Fingerprinting Training for Business Office staff is set for 10/22-10/23. Go Live 10/24!
3. Finalizing Recruitment and Retention PowerPoint for Town Hall meetings being held 9/30 – 10/04.

4. Procurement System – Looking at streamlining our purchasing process with automated invoice approval and workflow program.
5. Legal response to EEOC complaint completed, now we wait.
6. Received notification from Dingman, Dancer regarding another legal matter.
7. Continue to have concerns with Village and Sewage billing. Met with Village and DPW Supervisor to discuss plan of action.
8. Glacier Hill continues to have plugging, working through this problem.
9. Antrim Women's Alliance presented a check for \$1,000.00 to the Meadow Brook Foundation - Thank you Paige for doing the photo op!
10. 3rd Annual Cruisin' Pirates Car Show on 9/12 from 11am - 1pm was a huge success.
11. Meadow Brook Team participated in 2nd Annual Alzheimer's Walk with our Team Captain "Scout" on 9/21.

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

1. Respiratory Hygiene (COVID, Influenza, TB)
 - COVID 19
 - 8 Staff
 - 0 Residents
 - Staff Influenza Clinic are being held this week. Immunizing residents for influenza and pneumonia.
 - Waiting for COVID Booster to become available.
2. Staffing:
 - Agency Staff currently in house: Nurses (9) C.N.A. (11)
 - Recent increase in Meadow Brook hires, increase in applications received.
 - HR, In-Service and Department Heads are working diligently to get staff members on board. Focused on Meadow Brook hires.
3. Resident Census:
 - 89 max
 - 87 residents today
4. Medical Provider / Physician:
 - Continuing to work with Theoria and Dr. Feihel in our transition of care.
 - We have identified some work performance issues, addressed with Dr. Fiehel and with our contact at Theoria.
5. Certified Medication Aides:
 - NCMC Medication Aide Course – Jeremy Feenan, C.N.A. is our sponsored attendee he is doing well.
 - Next meeting to occur to set pay scale, qualifiers, and job description.
 - Cheryl is working on the job description addendum and work flow/process.
6. State of Michigan:
 - Facility Reported Incident on 8/30/24 still open (Fall with Fx)
7. Facility Reported Incident on 9/02/24 closed (Resident to Resident incident).
8. Received a subpoena from the State of Michigan on 7/12/24 for nurse termination, transmission of requested documents completed, met via Zoom call with 2 State Investigators for follow up. This included interviews with DON, Administrator and three Nurses. Meadow Brook performed the correct actions in this instance and reported to the

Licensing Board as required, this is a follow up for a specific nurse who has been flagged, she no longer works at the Facility.

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 – Working through error codes on the Daikin system and air balance tuning prior to unit shutdown for demo.
- Appliance breakdowns and failures – 1 new washer and 2 new dryers received and placed into service on the households.
- Seeing a pattern increase of sewer main blockages from 1 unit, 2 major and 1 minor in 120 days from Glacier Hill. Working on a multi-tiered plan to resolve.
- Starting into Fall / Winter prep, cleaning outbuildings, disposing of scrap metal and pallets, making room to store the patio equipment.
- Breakroom Project – Wall repairs have been done, Arndt Electric has been in to move power around for the new kitchenette, plumbers here getting the rough ins for the plumbing.

2. Water Management:

- EGLE water system materials inventory – working with GFA to complete. Due mid-October.
- Expecting a site visit from EGLE District Engineer in September.
- Received a citation from EGLE for the July monthly bacteria sample. Tested in the appropriate time frame. Manager from SOS Analytical was on vacation, results were not reported in the appropriate time frame. Issue was resolved immediately but we are still getting the citation. Alan has put set up a tickler system so that this does not happen again. Information regarding the citation has been posted in all the appropriate areas.

3. Department Update / Staffing needs:

- All are well.
- Working on cross training more crew members to the outside maintenance / equipment operator position, Life Safety Inspections, and cosmetics, tech roles. The end goal is to be 3 deep in every position.
- Compass Communications received numbers to do the door system in phases. 1st phase would be changing over the keys pads on all exteriors doors. Will bring to the October meeting with more detail and costs on the phases.

Motion to adjourn the meeting at 11:35 a.m. made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board