

10/24/2024

The October 2024 Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, October 24, 2024, at Meadow Brook Meguzee Hall. Fred Harris, Chairman called the meeting to order at 10:00 a.m. Those present were Fred Harris, Chairman; Melissa Zelenak, Vice-Chairman; Gary Muller, Member; Jen Duch, Program Manager, Acting MDHHS Director; Bill Hefferan, Antrim County Commissioner Liaison; 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.

Guests: Meadow Brook Housekeeping and Laundry Department Staff: Josh Kruger, Rich Blas, Johnny Flynn, Jennifer Murphy, Julie Ziobro, Cynthia Bellenbaum, Bruce Patton, Alyssa Kelley, Dana Stoudt, Char Richey, Jennifer Ziobro.

Public Comment: None.

Meeting minutes of the Regular Board Meeting 9/26/2024, motion to approve as presented by Melissa Zelenak seconded by Fred Harris, all yeas, motion carried.

Marna Robertson, Meadow Brook Administrator, presented to Rich Blas, Meadow Brook Housekeeping / Laundry Aide / C.N.A. recognition for 10 years of dedicated service to Meadow Brook but also 10 years of Perfect Attendance.

Jen Duch, MDHHS Program Director reported on behalf of Maureen Clore with updates on: Maureen Clore, MDHHS Director reported to the Board with updates on 1. Financials – No expenditures for October. Balance of \$2,911.71 for the year. No request for expenditures. Submitted 3rd Quarter Board pay. 2. Currently have 3 vacancies in the Tri-County. There is a new formula for determining staffing packages. 3. Maureen Clore is attending the Directors meeting in Escanaba. 4. The Department is in the process of becoming Federal Fingerprinting site to speed up the process for new staff as well as potential Foster Families.

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

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

1. Census: August 99.0% vs. July 98.4% YTD 2024 96.6% and Budgeted at 92%.
2. Net Loss/Gain: August Net Gain \$47,996.00 vs. July Net Gain \$1,438,767.00 YTD 2024 \$2,445,450.00.
3. Cost Per Patient Day for August \$551.19 vs. July \$515.17 YTD 2024: \$551.17.
4. Accounts Receivables Balance: August \$1,354,604.00 vs. July \$1,268,582.00 (32 days).
5. Private Pay Past Due Accounts: August \$2,482.00 vs. July \$4,110.49.
6. Restricted Funds Balances: August \$764,950.84 vs. July \$764,947.42.
7. Depreciation Fund Balances: August \$323,832.55 vs. July \$329,797.12.

8. Meadow Brook Debt Retirement Balance: August \$10,843.72 vs. July \$10,829.96.
9. General Cash Balance: August \$15,496,569.99 vs. July \$15,432,500.77.
10. Contingency Fund Balance: August \$1,009,806.60 vs. July \$1,004,489.77.
11. Bond Debt Retirement Fund Balance: August \$651,947.50 vs. July \$651,947.50.
12. Meadow View Apartments Report: August Net Gain \$4,744.10 vs. July Net Gain \$1,271.36 Occupancy at 100% YTD Net Gain \$12,204.80.
13. The new Medicaid rate is in effect \$447.81. Private Pay will remain the same. Letters will be sent out with November billing.
14. We are switching our health insurance from Priority Health to Blue Care Network which came in at a 13% increase versus a 26% increase. We are moving forward with only one plan. This will help with the administration of the plan and employees will have a better coverage option.
15. We have the option to rebill claims again for the remaining months of 2022 (10/01-12/31) and to rebill claims for 2023 (1/1-9/30). We anticipate a better settlement due to rebilling at the higher private pay rate that we had. I submitted the waiver request last week.
16. NABP Options – Marna and Paige have been having a lot of discussion on the very real possibility of opening Lakeshore Cottage at the beginning of next year. We are discussing with Plante Moran our options and if staffing continues to improve.
17. DCW rate increased to \$3.40 for clinical staff and remained at \$0.85 for non-clinical staff as of 10/01.
18. The commercial shoot on 10/18 went very well. A lot of staff engagement and we believe the commercial will turn out the best we have had so far.
19. Meadow Brook took 2nd place for the Fall Flannel Festival decorating this year!
20. Halloween Trick R Treat Open House is going to be great this year. Paige and Rhonda have been planning and crafting away. Lots of staff engagement and excitement for Halloween next week.
21. Update on Sponsor A Key Piano Fundraiser – We have received \$2000.00 of the \$4,900.00 in donations towards the purchase of the new Clavi nova piano.
22. Union Negotiations ratified contract.

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

Motion to approve the September Invoices and Check Register for the total amount paid of \$789,395.98 made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve the final Budget for FY 2025 made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve the final CAR Requests totaling \$451,300.00 for FY 2025 made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve the internal transfer of the 2024 annual bond savings to the Bond Debt Retirement Fund within the Contingency Fund in the amount of \$166,575.00 made by Gary Muller, seconded by Fred Harris, all yeas, motion carried.

Motion to approve Resolution #5 of 2024 to adjust accounts receivable for contractual adjustments for Quarter 3 of 2024 in the amount of \$36,875.07 made by Gary Muller, seconded by Fred Harris, all yeas, motion carried.

Motion to approve Resolution #6 of 2024 to approve the Private Pay to remain at \$510.00 for 2025 year made by Melissa Zelenak, seconded by Gary Muller, all yeas, motion carried.

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

Motion to approve the Meadow View Apartments and Meadow Brook MCF Shared Agreement made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve using interest from Restricted Funds to complete the purchase of the Clavi nova Piano made by Melissa Zelenak, seconded by Fred Harris, all yeas, motion carried.

Motion to approve ratified Union Contract 3% Cost of Living Adjustment made by Fred Harris, seconded by Gary Muller, all yeas, motion carried.

Motion to approve Non-Union Cost of Living Adjustment (Nursing 3%, Administration / Department Heads 4%) made by Gary Muller, seconded by Fred Harris, all yeas, motion carried.

Motion to approve Weekend Shift Differential increase to \$1.00 made by Gary Muller, seconded by Fred Harris, all yeas, motion carried.

Motion to approve coverage for all employees under the Short-Term Disability and Life Insurance Policies made by Gary Muller, seconded by Fred Harris, all yeas, motion carried.

Motion to approve change of health insurance carrier to Blue Care Network and condensing down to one plan under PA 152 made by Fred Harris, seconded by Gary Muller, all yeas, motion carried.

Marna Robertson, Meadow Brook Administrator reported with updates on:

1. Celebrating Rich Blas, Housekeeping – Decade of Perfect Attendance!
2. Union Negotiations: Contract ratified 3% Cost of Living Adjustment.
3. Cost of Living Adjustment Non-Union: Nursing 3%, DH/Administration 4%
4. IdentiGo Fingerprinting – Rhonda, Allison, Paige and Nancy wrapping up training today and we are currently live with the fingerprinting services. We will be available Monday thru Friday 8am to 4pm for appointments.
5. Hiring! We are seeing a big uptick in applications. The Dietary Department is at full staff for the first time in 3 years! Nursing is really close, we are continuing to trend toward opening Lakeshore Cottage. Stay tuned!
6. Mandatory Recruitment / Retention Townhall meetings for Nursing Staff went well and were well received. New onboarding process is working well and will continue to monitor.
7. Meadow Brook Foundation meeting was on 10/16/24.
8. The NMCAA meeting was on 10/17/24.
9. Preparing for Halloween Trick R Treat Open House!
10. A new marking commercial was shot on 10/18. Very excited for this one.
11. Newsweek named us #4 in America's Best Nursing Home 2025!
12. Holiday Meeting Dates:

- a. Thursday, November 21st ****Note change to start time for this meeting is 9:00 am**** due to other meeting conflicts.
- b. Thursday, December 19th

Marna Robertson, Meadow Brook Administrator reported on behalf of Cheryl Patton, Meadow Brook Director of Nursing, the Nursing Department report on:

1. Respiratory Hygiene (COVID, Influenza, TB)
 - COVID 19
 - 0 Staff
 - 0 Residents
 - Completed resident and staff influenza vaccination clinics.
 - Completed resident COVID Booster immunizations, waiting for pharmacy to send employee vaccinations.
2. Staffing:
 - Agency Staff currently in house: Nurses (5) C.N.A. (7)
 - Continue to receive applications for Nurses Aides and Nurses (mostly part-time)
 - Continue to focus on Meadow Brook employees.
3. Resident Census:
 - 89 max
 - 88 residents today
4. Medical Provider / Physician:
 - Transitioned to new Nurse Practitioner, going well.
 - Dr. Feihel will be adjusting his schedule to one day per week.
 - Working thru the process of Physician Orders.

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 – Still struggling with Daikin rough errors and assistance from Air Tech, Basement unit demo is in progress. Expecting project completion in the next 3 weeks.
 - Fall / Winter prep is in full swing. Courtyards are mostly empty, snowblowers are prepped, servicing truck equipment, ordering supplies.
 - Scheduling fall services / inspections for boilers and water heaters.
 - Breakroom renovation is progressing.
 - Signed a 12-month lock in contract with Symmetry Energy Solutions for natural gas supply.
2. Water Management:
 - EGLE water system materials inventory – Completed and submitted to EGLE.
 - EGLE Site Visit with District Engineer, completed on 10/04/24. Received a low-level deficiency and 4 recommendations.
3. Department Update / Staffing needs:
 - 1 staff member back on Medical Leave.
 - Several staff have taken advantage of the warm fall weather getting in long weekends, last-minute golf outings and trips to tiger games.

- Purchased a thermal imaging camera and am working on thermography training. We will be integrating this equipment into several processes in the PM department and in complain investigations.

Motion to adjourn the meeting at 12:00 p.m. made by Fred Harris, seconded by Gary Muller, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board