

11/21/2024

The November 2024 Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, November 20, 2024, at Meadow Brook Meguzee Hall. Fred Harris, Chairman called the meeting to order at 9:03 a.m. Those present were Fred Harris, Chairman; Melissa Zelenak, Vice-Chairman; Gary Muller, Member; Maureen Clore, MDHHS Director; Bill Hefferan, Antrim County Commissioner Liaison; Ben McGuire, Meadow Brook Systems Administrator; Paige Windish, Meadow Brook Finance Director; Cheryl Patton, Meadow Brook Director of Nursing; Marna Robertson, Meadow Brook Administrator; and Rhonda Tomczak, Meadow Brook Administrative Assistant / Acting Secretary for Antrim County Human Services Board.

Public Comment: None.

Presentation of new Meadow Brook commercial, Meadow Brook the Heart and Soul of Antrim County.

Meeting minutes of the Regular Board Meeting 10/24/2024, motion to approve as presented by Melissa Zelenak seconded by Gary Muller, all yeas, motion carried.

Maureen Clore, MDHHS Director reported with updates on: 1. Financials – No expenditures for October. Balance of \$2,911.71 for the year. Requests for Expenditures totaling \$1,023.18. a. Request for \$200.00 for Shop With A Hero Program; b. Request \$231.70 reimburse Foster Family for Developmental Toys and c. Reimburse Foster Family for Sleep Monitor and Infant Car Seat / Stroller \$600.00. 2. Attended conference with Adult Team in Escanaba – Well attended. Great presentation on Trauma, Guardianship Diversion and protecting rights of our elder adults. 3. Staffing – 5 retirements coming up (2) in the Tri County between now and August 2025. 4. ESA – Significant Decrease as a result of Medicaid Redetermination. Increase in our stipend to families received the FIP Grant under age 6 will receive a lump sum of \$1,775.00 in November and age 6-14 will receive a lump sum of \$600.00. 5. Working with the Department of Education for students whose FAFSA indicates they will be eligible for Food Stamps the Department will send them an application. 6. In the past Child Support Enforcement went after fathers that have not paid. This will be going away in April. 7. Child Welfare significant increase of kids in care. Antrim has 11 in care. All younger children. Very busy with supervised parenting time. 8. Partnered with Community Mental Health and Michigans – every child that comes into Foster Care is being screened by Community Mental Health for Mental Health so there is not a lapse for those services. This is now statewide and mandatory. 9. Building Update – just a few more final details. 10. Maureen will not be able to attend the December meeting. Jenn Duch, Program Director, MDHHS will be in attendance to present the for Maureen. 10. Melissa Zelenak was reappointed to the Board.

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

Motion to approve expenditure request for \$200.00 Shop with a Hero Program made by Melissa Zelenak, seconded by Gary Muller, all yeas, motion carried.

Motion to approve expenditure request for \$231.70 reimburse Foster Family for developmental toys made by Melissa Zelenak, seconded by Gary Muller, all yeas, motion carried.

Motion to approve expenditure request for \$600.00 reimburse Foster Family for purchase of sleep monitor and infant car seat made by Melissa Zelenak, seconded by Gary Muller, all yeas, motion carried.

Marna Robertson, Meadow Brook Administrator reported with updates on:

1. Received our 2567 Statement of Deficiencies from the State of Michigan Health and Life Safety Code Survey:
  - a. Health Survey Received 4 citations:
    1. F-550 Resident Rights – Dignity
    2. F-656 Care Plans
    3. F-689 Accidents (All level D)
    4. F-689 QAPI at a Level B
  - b. Life Safety Code:
    1. K-222 Egress Doors
    2. K-343 Alarm Notification
    3. K-761 Door Inspections
    - Will apply for a waiver for K-343 and may need emergency CAR for implementation. We need to add Alarm and Visual devices in all 3 of our courtyards.
2. SLIC's Consultant – met with Care Plan Team, State of Michigan consultant on 11/12/24.
3. Random call from an individual who refused to give me his name or succinctly tell me what the issue was about. He wanted to know who my boss was but hung up before I could let him know.
4. MERS – We found an error in the Union Contract regarding the vesting period for the Defined Contributions. Our MERS Agreement states employees participating in the Defined Contribution are vested at 5 years, our contract has said 6 years. We have contracted legal counsel to amend the contract to 5 years and to notify the Union.
5. Working with MMRA to finalize the 2<sup>nd</sup> former employee settlement related to Mandatory COVID Vaccine.
6. The Business Office is very busy with Open Enrollment and year end happenings.
7. Smoking – had a CR Resident was caught smoking in the Courtyard, other issues with visitors bringing in vape pens, finding cigarette butts in the parking lot by the entry doors. We did a Robo Call to families / staff, Notice was put on the media stations and social media platforms. New signage placed all over the internal courtyards, by the household front porches, entrance and parking lot.
8. We had applied for an Infection Control Grant through Michigan Medical Care Facility Council and just received notification that we were awarded the grant for the purchase of a new Wheelchair Washer.
9. CMS starting February 2025 there will be some big changes to the Survey Process including revised new guidelines on Admission / Transfers / Discharges; Chemical Restraints (unnecessary psychotropic medications); Medication / Resident Assessments; Quality of Life / Quality of Care Administration; Quality Assurance and Infection Control.

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

1. Respiratory Hygiene (COVID, Influenza, TB)
  - COVID 19
    - 0 Staff
    - 0 Residents
2. Staffing:
  - Agency Staff currently in house: Nurses (3) C.N.A. (6)
  - Continue to receive applications for Nurse Aides and Nurses
  - New Nurse hired and C.N.A.'s (certified and those needing the class)
  - We have separated with (1) C.N.A., notice of another full time C.N.A. going to irregular part-time.
  - Opportunities for new hires to get fingerprinting done on site as well as C.N.A.'s can take their written portion of the C.N.A. tests here on site.
  - Our Medication Aide / C.N.A. is taking his certification test 11/22/24.
3. Resident Census:
  - 89 max
  - 85 residents today
4. Survey:
  - Overall, a very good survey.
  - Short Survey – They showed on Tuesday morning that 6 surveyors left mid-afternoon on Thursday.
  - Focusing on process for the Care Plan citation, the citations for wheelchair foot pedals is an ongoing monitoring and enforcement process, the citation for dignity with dining was a practice change post COVID.

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 – Finally received assistance from Air Tech with the Daikin issues. Still being delayed by the manufacturer (Carrier) on the Air Handler Unit. Enabled our Plan B with the heating and cooling unit in that is still in the basement.
  - Breakroom renovations are progressing. Grand Traverse Refrigeration installed counter units and appliances on 11/15. Contractors coming next week to make plumbing and electrical connections.
  - Life Safety Inspection Update:
    - o K-222 Egress Doors Delayed Egress Locking Arrangements
    - o K-343 Fire Alarm System Notification
    - o K-761 Maintenance Inspection & Testing Doors
2. Water Management:
  - EGLE Site Visit – Received official site visit letter, will be working through EGLE's recommendations when we complete the Life Safety PoC.
3. Department Update / Staffing needs:
  - 1 staff member has Medical Leave pending from an injury at home, the rest are the staff are doing well.

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

1. Census: September 97.7%, vs. August 99.0% YTD 2024 96.7% and Budgeted at 92%.
2. Net Loss/Gain: September \$13,384.00 vs. August Net Gain \$47,996.00 YTD 2024 \$2,345,485.00.
3. Cost Per Patient Day for September \$575.77 vs. August \$551.19 YTD 2024: \$553.90.
4. Accounts Receivables Balance: September \$1,273,673.00 vs. August \$1,354,604.00 (30 days).
5. Private Pay Past Due Accounts: September \$16,376.01 vs. August \$2,482.00.
6. Restricted Funds Balances: September \$764,954.26 vs. August \$764,950.84.
7. Depreciation Fund Balances: September \$302,082.28 vs. August \$323,832.55.
8. Meadow Brook Debt Retirement Balance: September \$124,676.15 vs. August \$10,843.72.
9. General Cash Balance: September \$15,425,827.98 vs. August \$15,496,569.99.
10. Contingency Fund Balance: September \$847,487.10 vs. August \$1,009,806.60.
11. Bond Debt Retirement Fund Balance: September \$818,522.50 vs. August \$651,947.50.
12. Meadow View Apartments Report: September Net Gain \$3,088.20 vs. August Net Gain \$4,744.10 Occupancy at 100% YTD Net Gain \$15,293.00.
13. We officially got the approval to start re-billing all claims from 10/01/22-9/30/2023. Jill is working diligently on this and is through the G's already after getting the approval last week.
14. Working on year end processes with Payroll, HR, Billing and GL.
15. COLA raises will go into effect this coming pay day on 11/27.
16. Food Service Equipment is in the large breakroom but not hooked up. We are working on getting the furniture.
17. Paige Windish will be writing a letter to the State of Michigan to release all 10 beds on Jordan House and 10 beds on Lakeshore Cottage when our current 6-month extension ends on January 31, 2025.
18. APPROVED! We received the MPHI Infection Control Grant for the new wheelchair washer that is on our CAR request for next year.
19. Christmas is coming and we are all ready for the second annual Adopt-A-Resident Meadow Brook Christmas. We have already had calls and questions from visitors about when the tree will be up. We are aiming to have the tree up by December 2<sup>nd</sup> so that the public has plenty of time to come in and grab things and get gifts back to us.
20. Meadow View Apartment annual 3% rent increase memo was distributed to all tenants on 11/22/24. Increase takes effect January 1, 2025: Large apartment \$664.00; Small apartment \$567.00 and Special Rate apartment \$453.00.

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

Motion to approve the October Invoices and Check Register for the total amount paid of \$776,046.96 made by Gary Muller, seconded by Melissa Zelenak, all yeas, motion carried.

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

11:19 a.m. made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

---

Fred Harris, Chair

---

Maureen Clore, Secretary to the Board